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Munson's First Phonographic Reader

Business Letters

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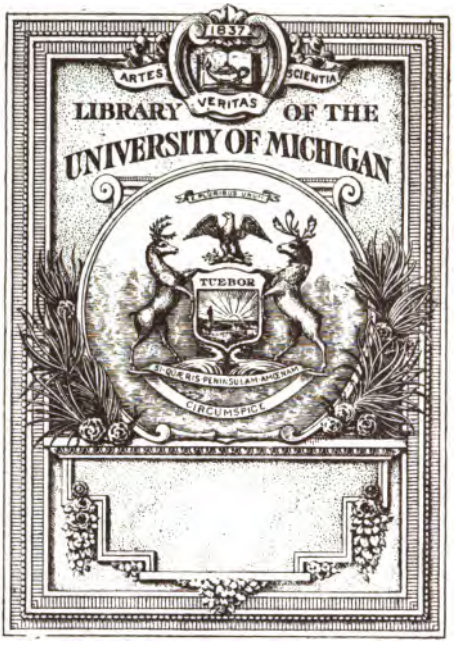

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James E. Munson

Official Stenographer N. Y. Supreme Court

G. P. Putnam's Sons
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INTRODUCTION.

To aid the learner in understanding certain things that will be met with in reading the phonography of this series of business letters, and which may not be readily obvious to an inexperienced phonographer, the notes given below are presented for study.

Familiarity with System.—It should be borne in mind always that in order to become a successful shorthand writer one must become, in a practical way, so thoroughly familiar with the principles of the system of phonography that constant or even frequent reference to a dictionary or to the instruction book for word-forms will not be necessary, but that the writer will be able to decide upon and make the proper outlines of words and phrases at once and without hesitation.

Speed and Legibility.—In regard to speed in writing, and facility in reading one's notes, the author strongly urges upon learners the necessity of paying attention to excellence of phonographic penmanship. Swiftness of writing should only be sought in connection with accuracy and perfection of outline—never through a dashy and inexact manner of writing. Many phonographers fail of success from neglecting to observe these directions.

"Bill-of-Lading."—A useful form for this phrase is B'-*L*-*L*d-NG.

Breve-yay for Syllable "U."—The syllable *ŭ* at the beginning and end of outlines is usually written with breve-yay (Noid or Moid), as in the outlines of ***utility***, ***eulogy***, ***nephew***, ***value***, etc. But in the middle of outlines

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it need not always be inserted. Thus, *annual* may be written N-Noid-L[1] or N-L[1], *annually* N-*L*[1], *manual* M-N-Noid-L[1] or M-N-L[1]. See S. C. par. 122.

"Building."—The word *building* when used as a noun is written Bld(·)[3]. The verbal form is B[3]-Ld(·).

Compound Words.—When compound words cannot be joined conveniently they may be written as separate words. See *train master* (letter No. 37) and *over estimated* (letter No. 112).

Days of the Month.—In writing the days of the month, use the figures only, omitting the stems D, Nd, TH, and St, in such dates as "23d," "22nd," "17th," "21st," etc. But in transcribing, the letters *d*, *nd*, *th*, and *st* respectively are usually inserted. In taking the notes, however, the first three days of the month are best written phonographically; thus, *January first* J[1]-N Fst, *February second* F[2]-B sKnd, *September third* sPt[2]-M THrd[3].

Dollar mark ($) Omitted.—When sums of money consist of dollars and cents, if the figures representing cents are raised a little, or a line is drawn under them, the dollar mark may be omitted. See examples in letters Nos. 15 and 31.

Full Outlines instead of Abbreviations.—When a word that is usually written with an abbreviation is preceded by *to*, if it is put in the fourth position, in some cases it is better to use its full outline, as, *to-advertise* Dv[4]-*R*-Tz, *to-change* CH[4]-N-J. This remark applies only to such abbreviations as lose their distinctiveness when written out of their ordinary positions. Thus, abbreviations may be used in the fourth position in such phrases as *to-discriminate*, *to-form*, *to-help*, *to-manufacture*, *to-represent*, etc.

"Hall," "Whole," "Hill," etc.—In the outlines of words composed of consonants *h* and *l*, either alone or followed by consonants *t*, *d*, *tr*, or *dr*, as *hall*, *haul*, *hauled*,

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halter, *whole*, *hole*, *hold*, *holder*, *hill*, *heal*, *healed*, *held*, etc., two forms are permissible, either the stem H with *l*-hook (Hl) or the breve-h with *L* (Toid-*L*); it being optional with the writer which shall be employed. The author, in his own practice, always using a pen, prefers the stem H with *l*-hook; but many phonographers, especially those who use pencil, find it easier to use Toid-*L* in such words. In some phrases Koid-L or Toid-L is employed, as in the outlines of *City-Hall*, *down-hill*, etc.

How to Write Fractions.—In writing fractions considerable time is saved by omitting the dividing line between the upper and lower figures; thus, $\frac{1}{8}$, $\frac{3}{4}$, $\frac{3}{5}$, etc.

"Ing" after Abbreviations.—The general rule is that *ing* added to abbreviations is written with a dot (S. C. par. 148). But when the last stem of the abbreviated outline is the same as that of the full outline it seems natural and is therefore allowable to use the stem Ing instead of the dot, as in *forming* F[1]-M-NG, *hearing* R[3]-NG, *having* V[1]-NG, etc.

"Inst." for "Instant."—When the word *instant* in the dictation is shortened to *inst.*, the abbreviation Nst should be used. If the dictator says "*instant*," the full outline, Ns-Tnt, is employed.

"Oil."—When standing alone the word *oil* is best written with the abbreviation Poid-Lee. Joined after other words either the form OI-L (S. C. par. 102) or L or *L* without vowel may be used, according to which joins best. See outlines in letters Nos. 22, 42, 57, 115, etc.

"Per."—The writing of *per* by P-*R*, as heretofore done in the phrases *per-cent* and *per-annum*, may be extended with advantage, to such phrases as *per-pound*, *per-inch*, *per-dozen*, etc.

Proper Names Abbreviated.—Generally when proper names are abbreviated in dictation the amanuensis should abbreviate their outlines accordingly; writing Kl[1]

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for "Cal." (California), N^2-J for N. J. (New Jersey), etc.

To Phrase or not to Phrase.—While the joining of outlines in phrases, to a reasonable extent, is a valuable feature of phonography, practical writers do not feel that they are under obligation to use all the phrases that authors and teachers prescribe for them. The amount of phrasing that is desirable varies with different phonographers, different speakers, and different subjects.

Then, again, no phonographer will at all times phrase in exactly the same way. Therefore, in this Reader the phrasing is not uniformly the same. For instance, the words *on hand* are sometimes joined and sometimes written separately; the phrase *for-us* is written F^2-S, F^2 S and Fs^2, etc., *for-another* Fnthr^2 or F^2 Nthr, *because-you* Kz^1-Noid or Kz^1-Y. In real work no one should ever *stop to think* whether to make a phrase or not. If the phrase does not suggest itself on the instant, write the words separately. As shorthand writers sometimes put it, try to "get there" in some way.

Change of Form to Facilitate Phrasing.—Sometimes the usual outline of a word may be changed in order to secure a good phrase; as *last-week* (see letter No. 52), *by-mail* and *return-mail* (see letters Nos. 109 and 124).

"R. R." for "Railroad."—When the word *railroad* is dictated "R. R." the stems *R R*, written close together, form a good abbreviation. See letter No. 124.

"To com (or con)."—When a word that begins with *com* or *con* is written in the Fourth Position it should also as a rule be placed close to the preceding outline to indicate the *com* or *con*. See *like-you-to-conduct* (letter No. 37), *gone-to-considerable* (letter No. 112).

"Would-say" and "We-say."—These two phrases are distinguished by writing $Soid^3$-S for *would-say* and W^3-S for *we-say*.

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"You" and "Your."—Standing alone *you* is written with the breve-yay and preferably with Noid[3], and *your* with the stem Yay[3]. But in phrases both words may be written with either breve-yay or the stem Yay, according to convenience. When, however, it is necessary to distinguish between the two words use the breve for *you* and the stem for *your*.

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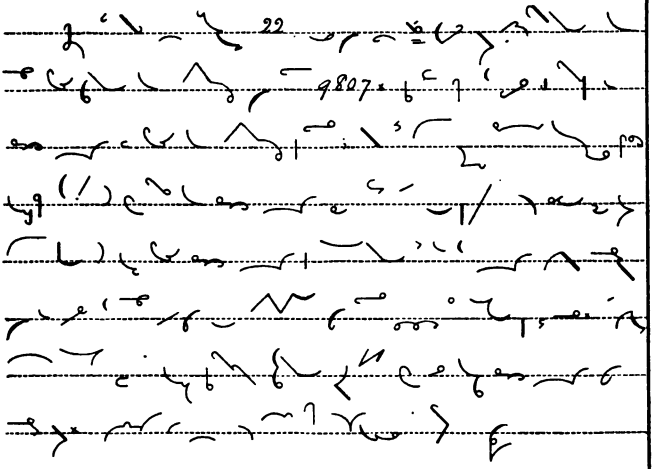

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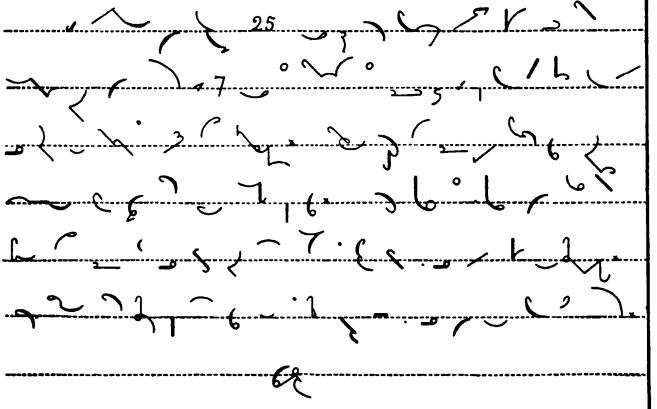

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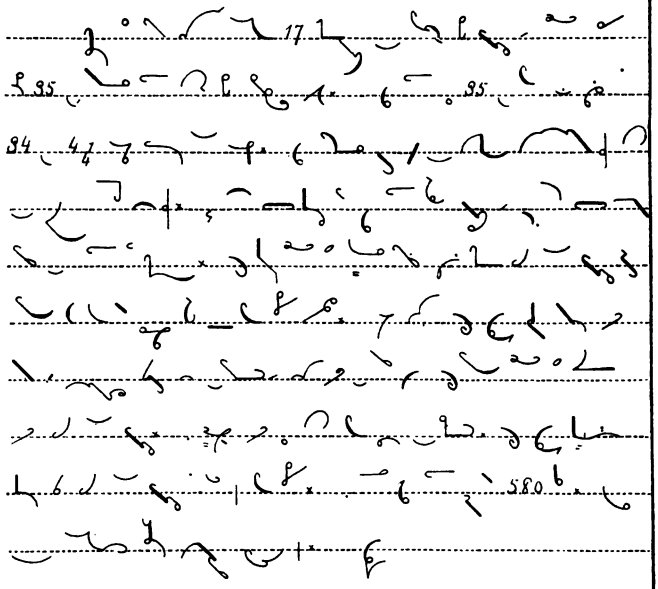

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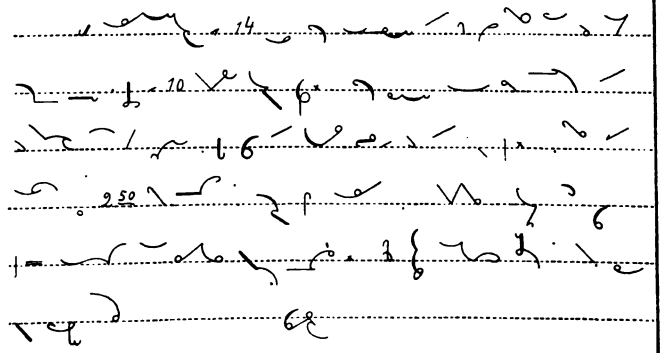

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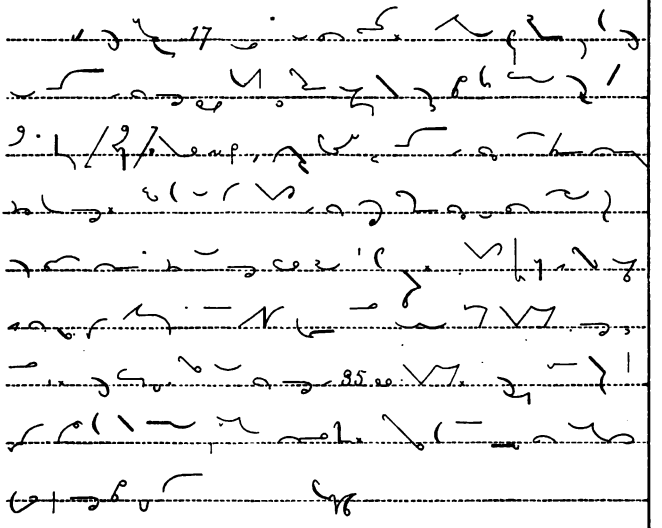

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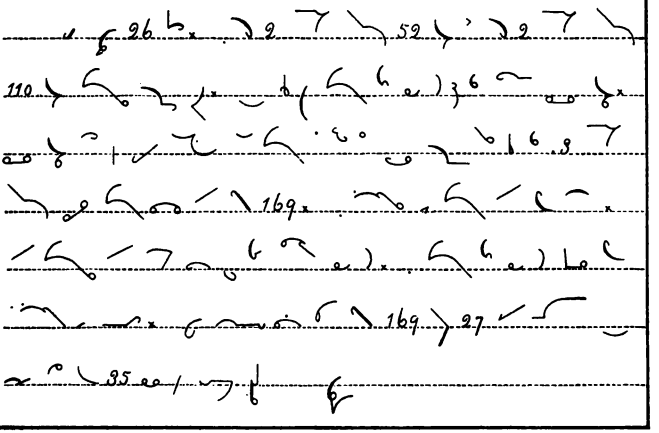

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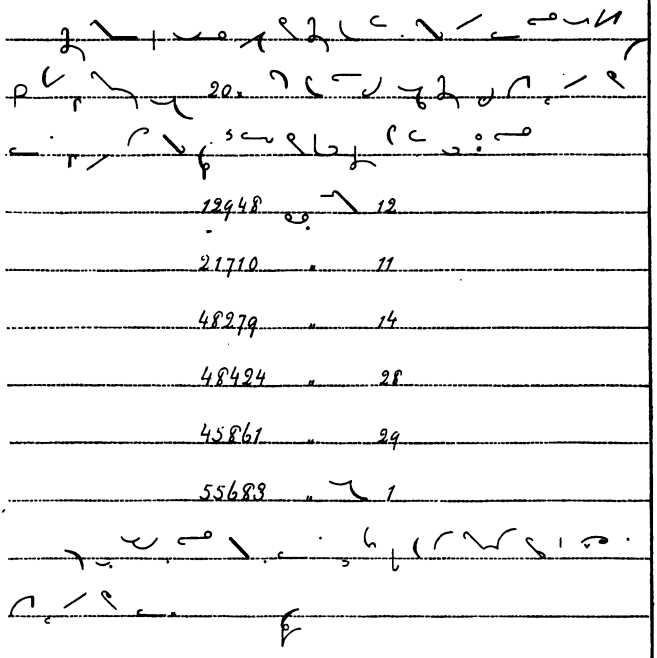

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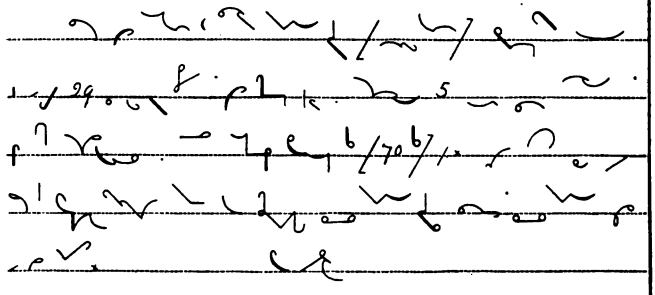

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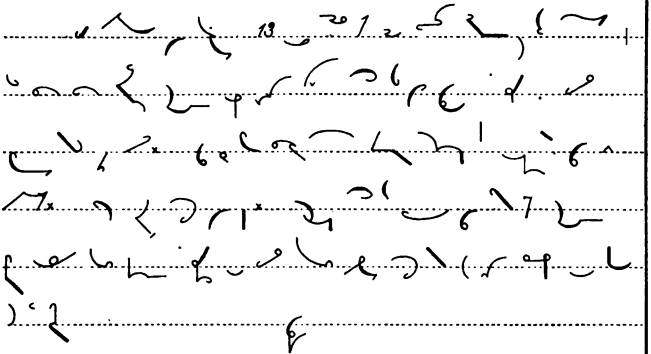

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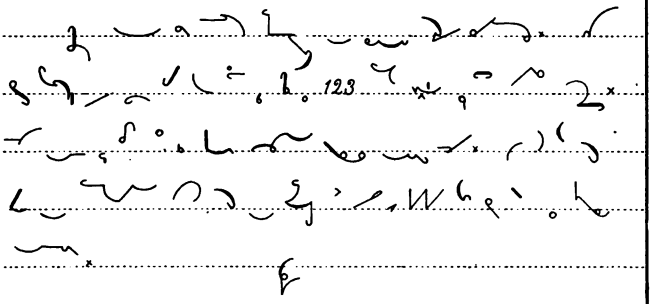

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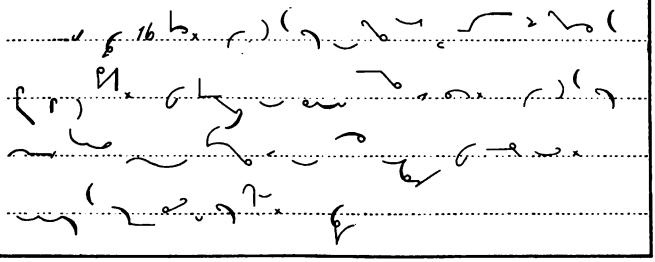

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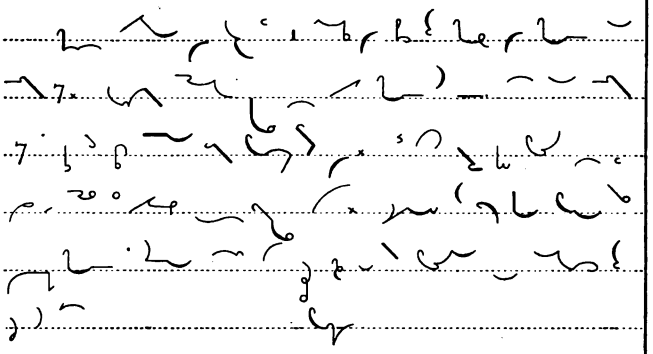

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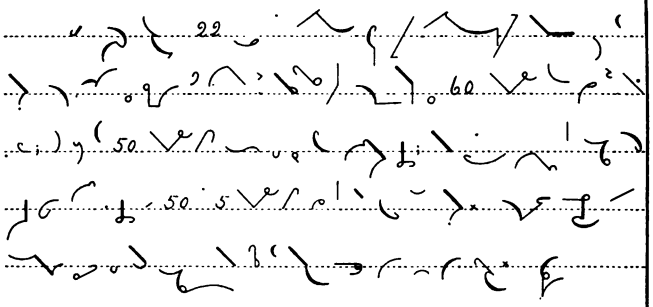

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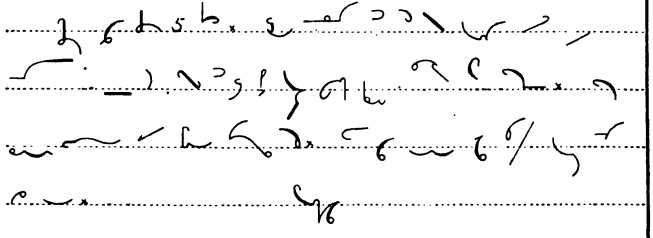

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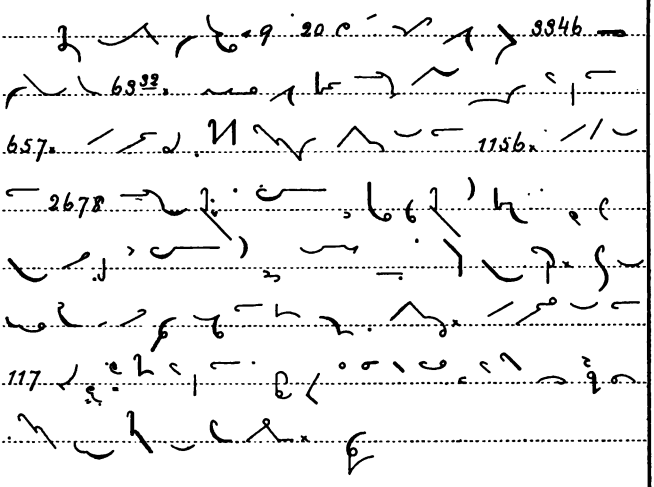

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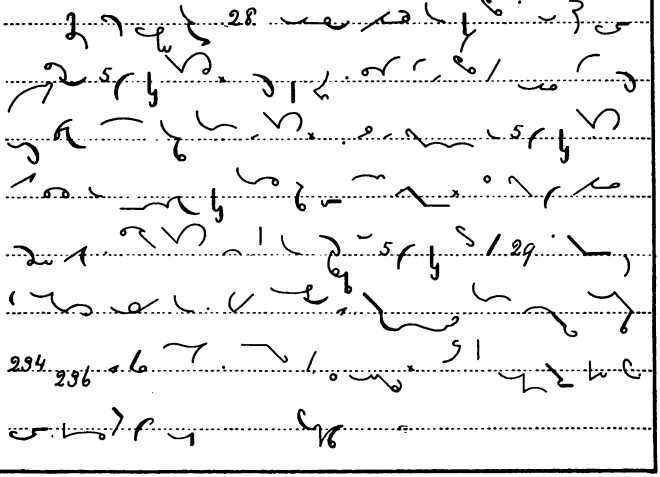

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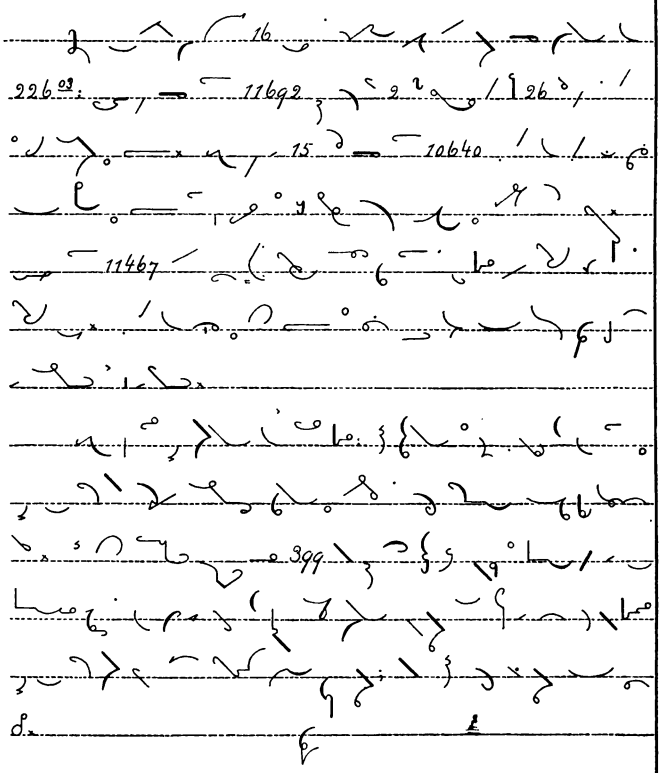

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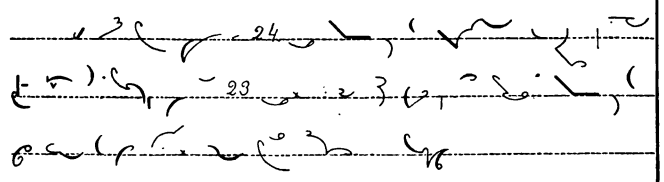

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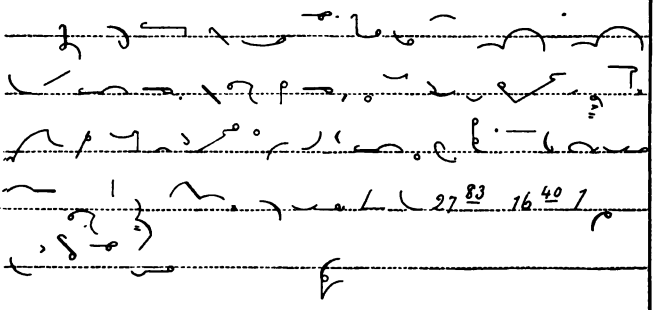

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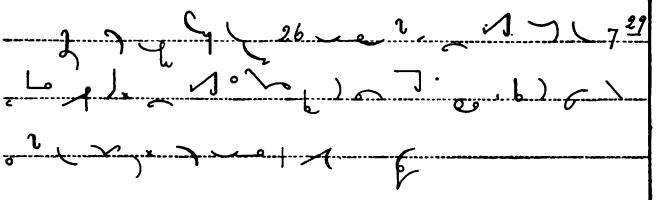

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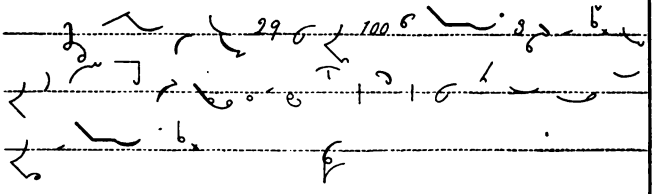

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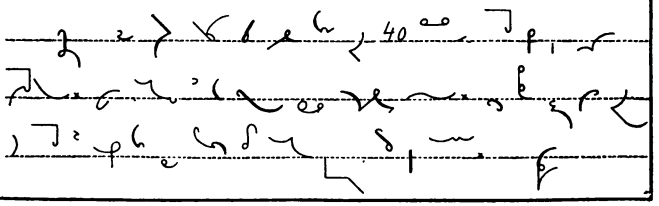

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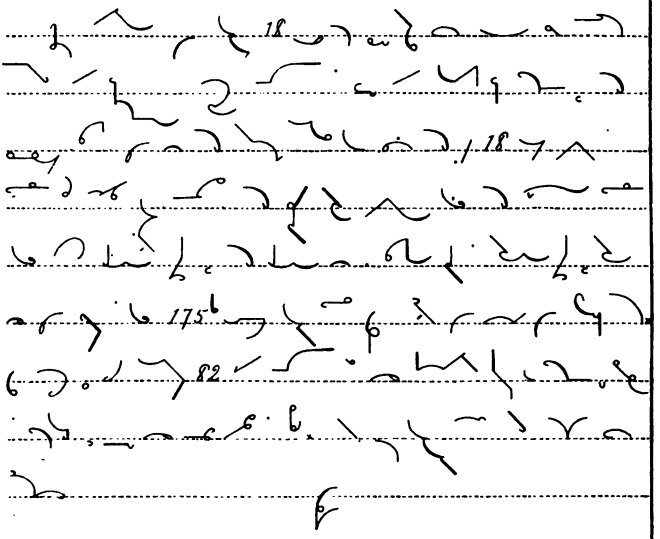

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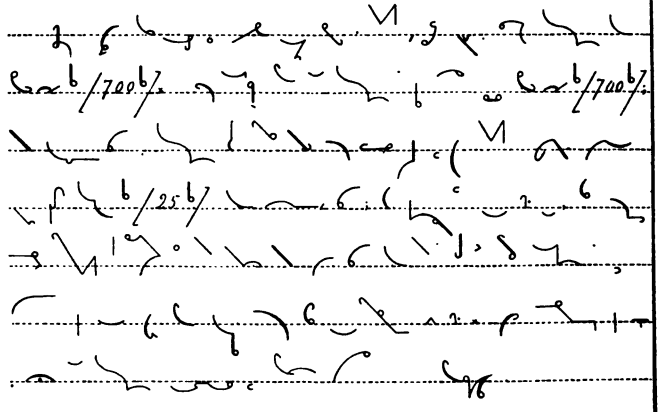

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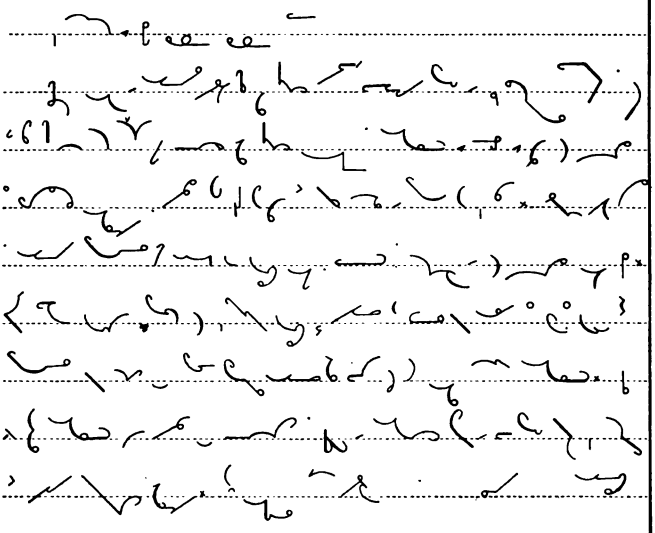

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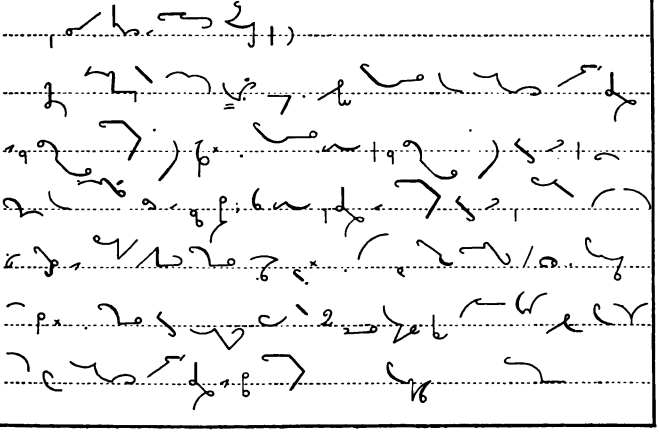

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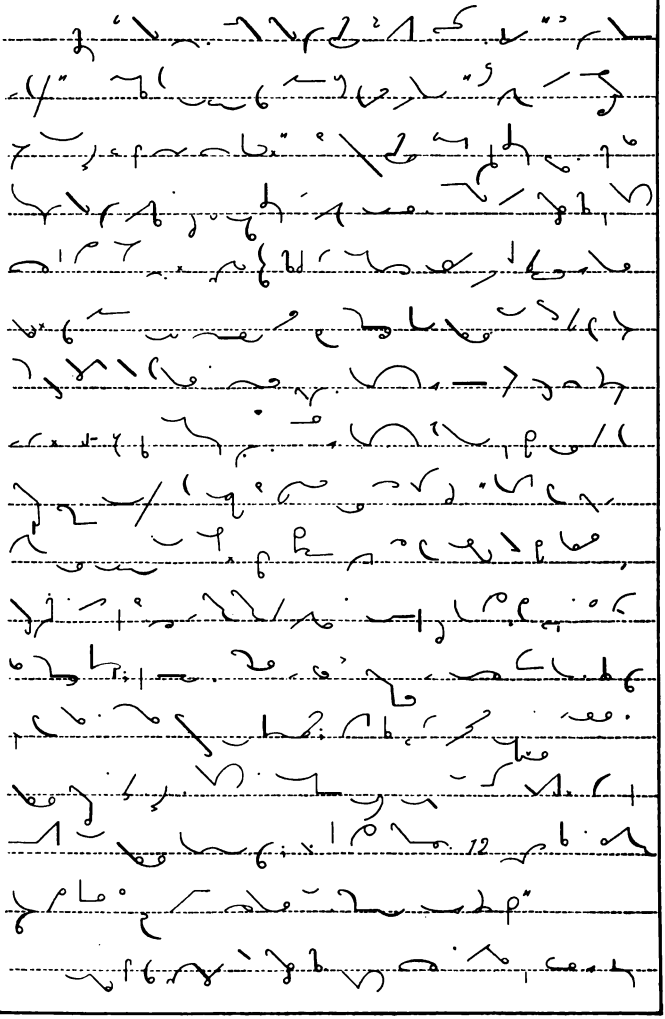

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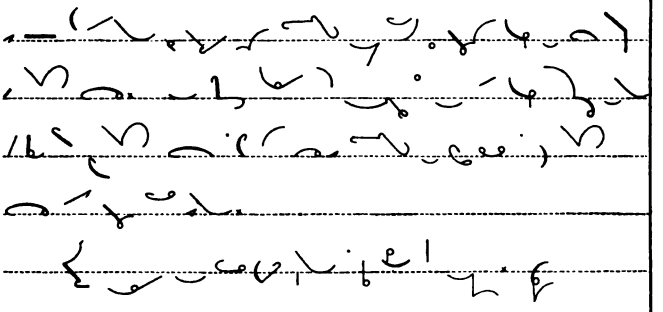

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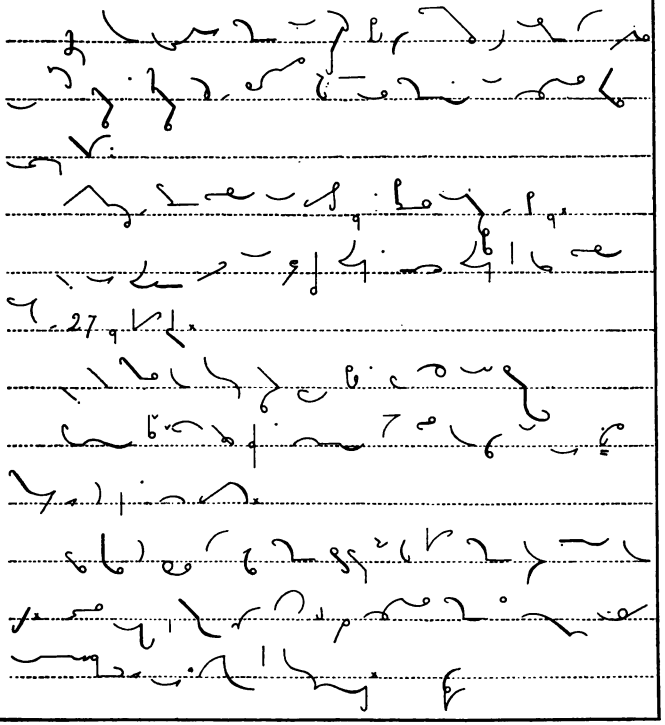

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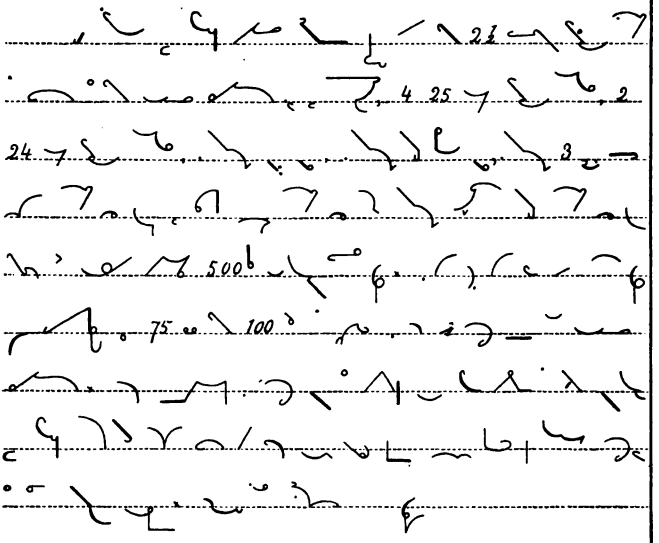

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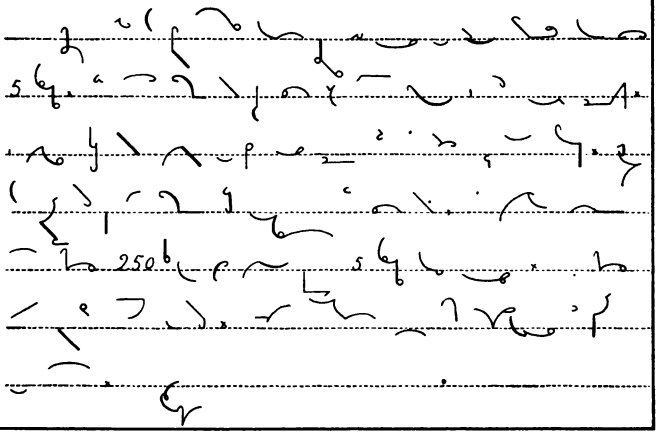

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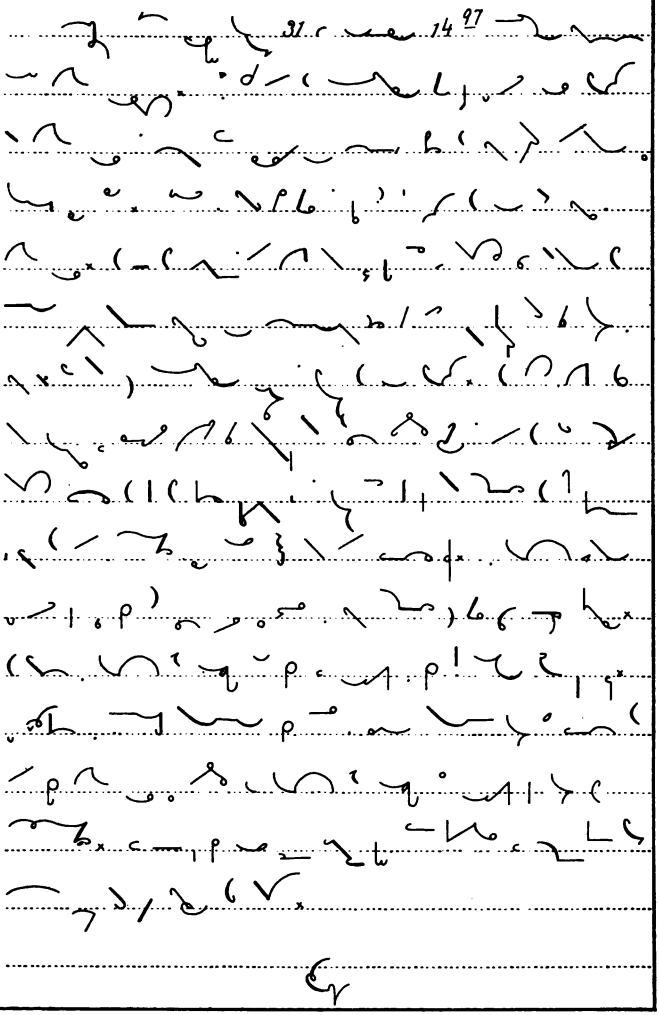

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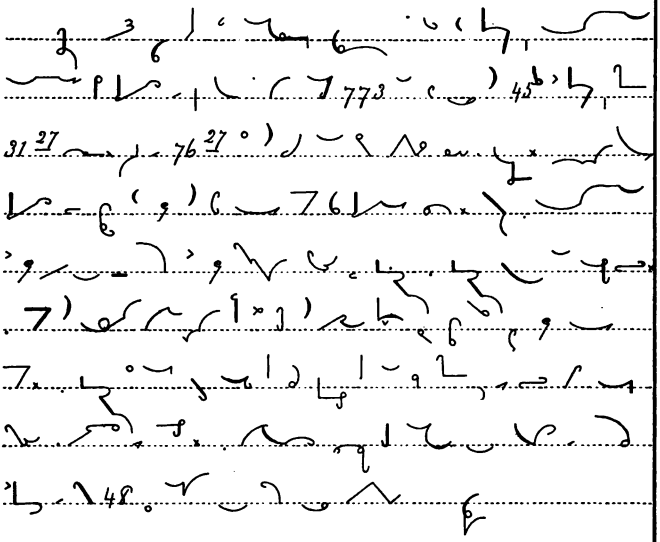

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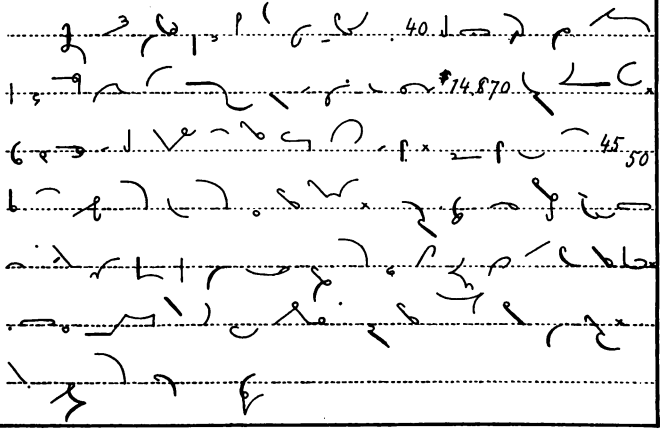

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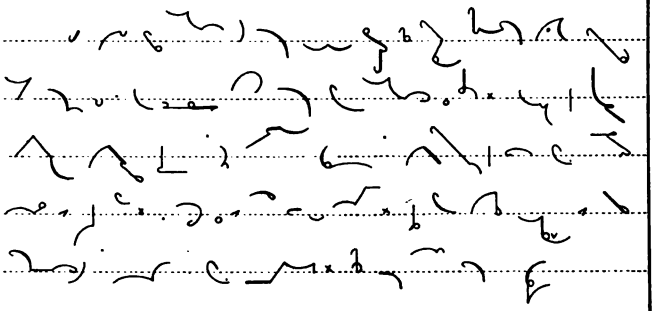

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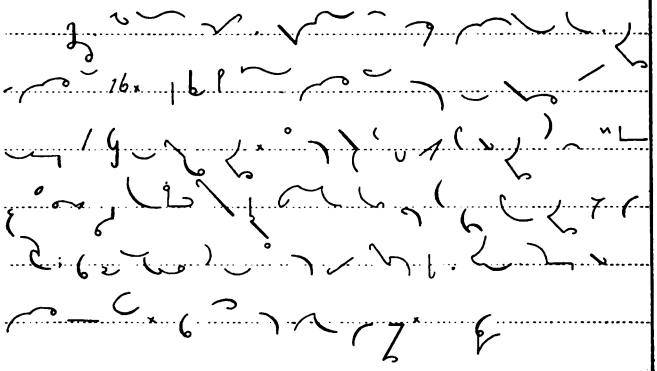

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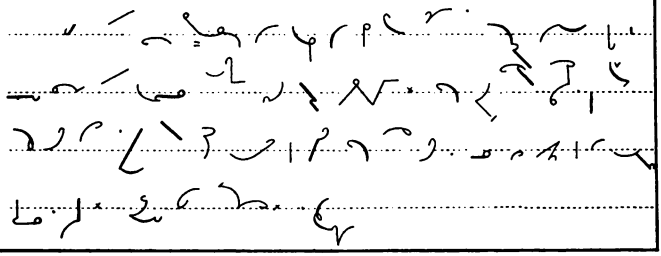

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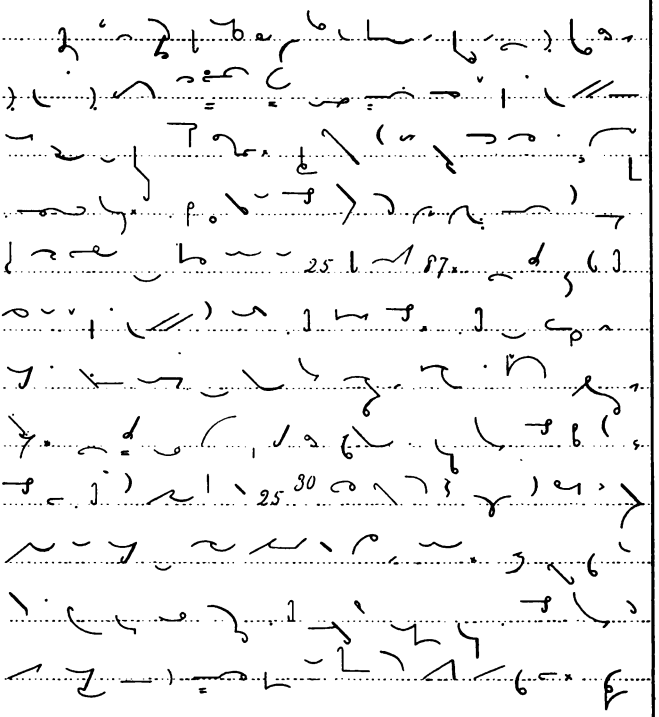

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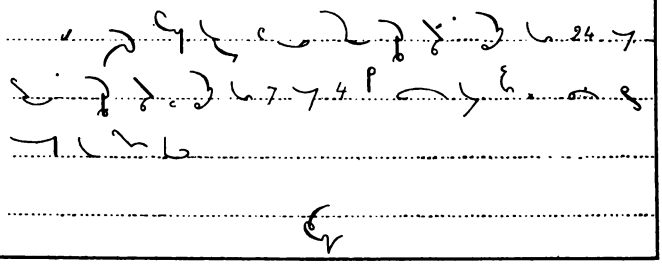

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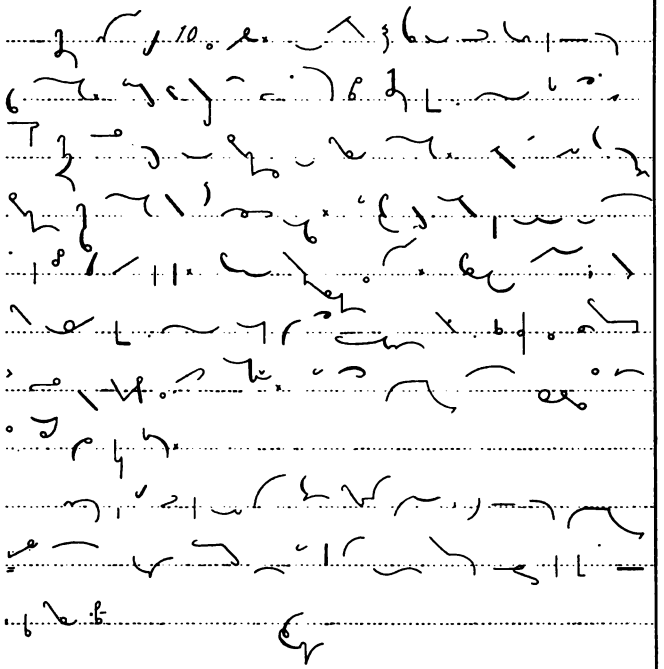

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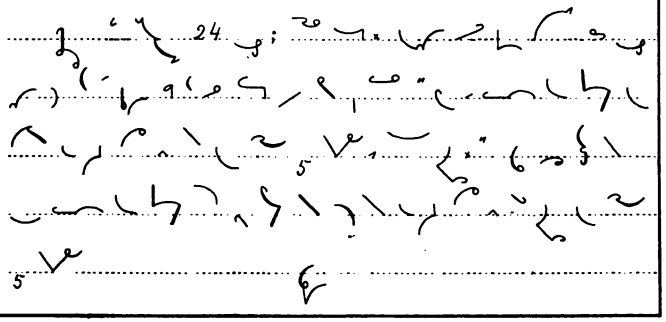

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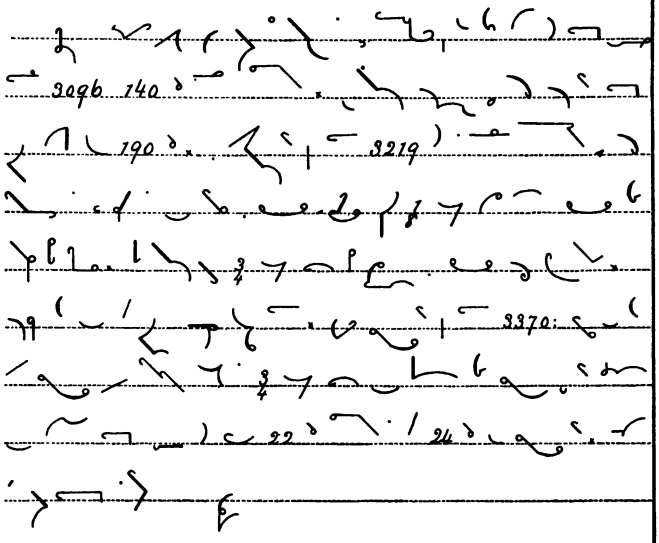

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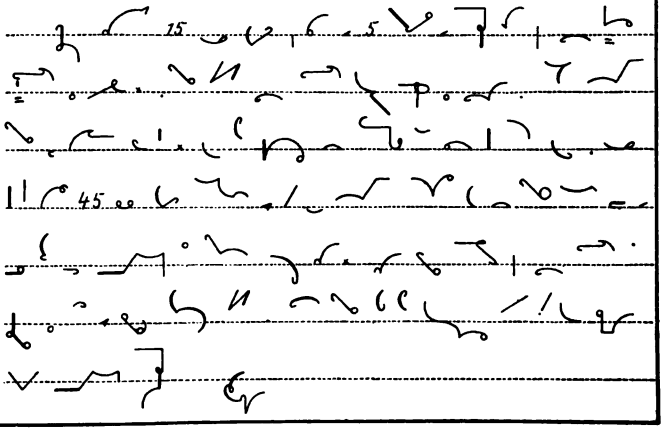

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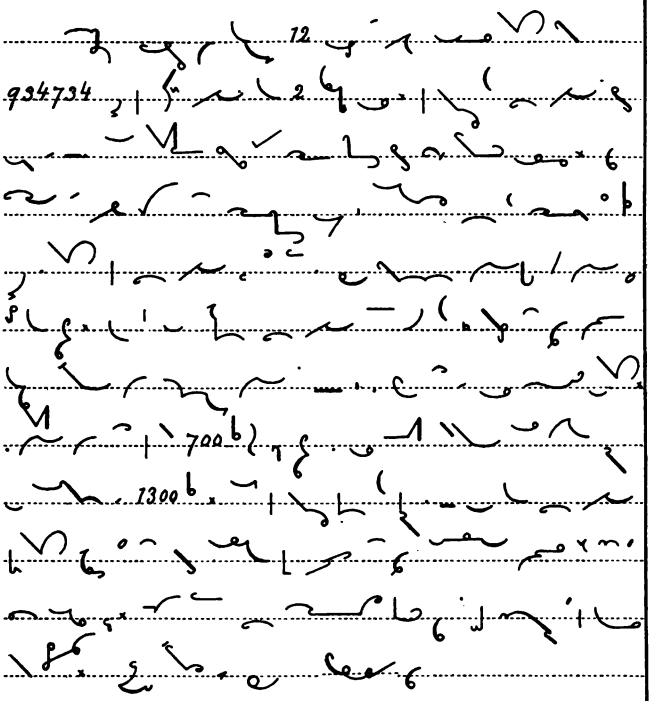

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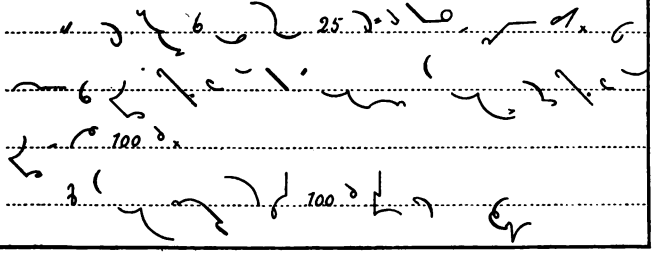

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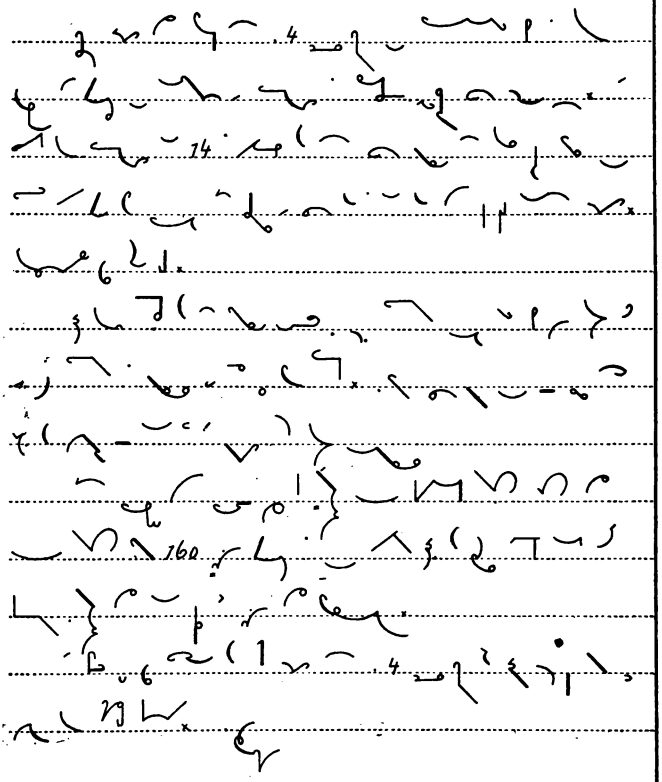

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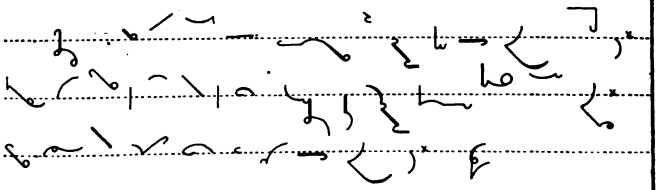

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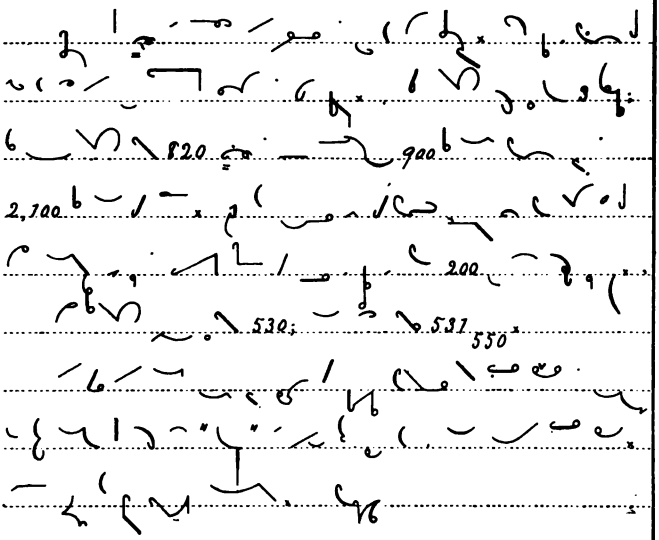

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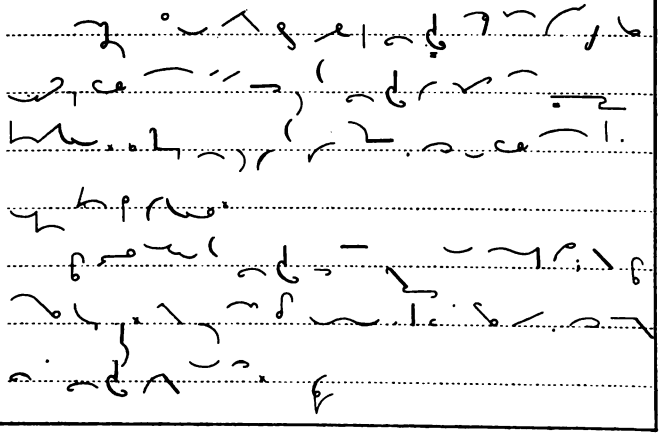

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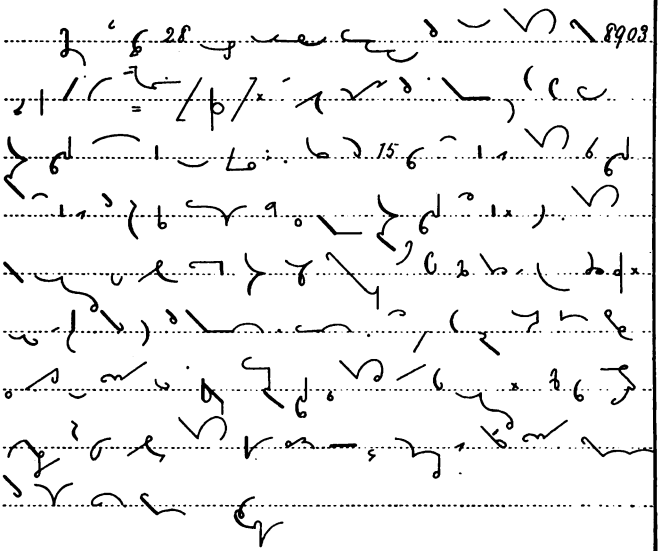

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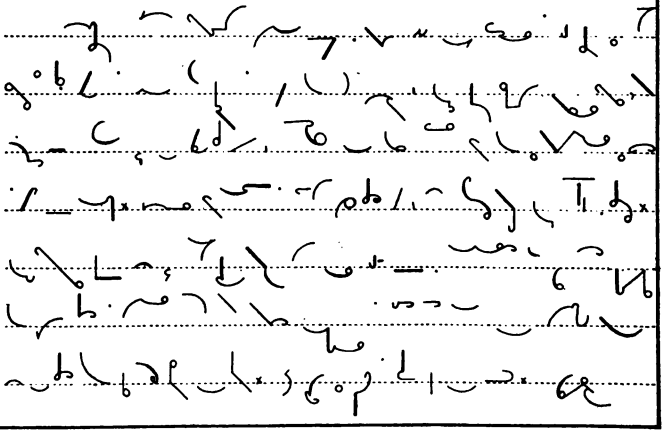

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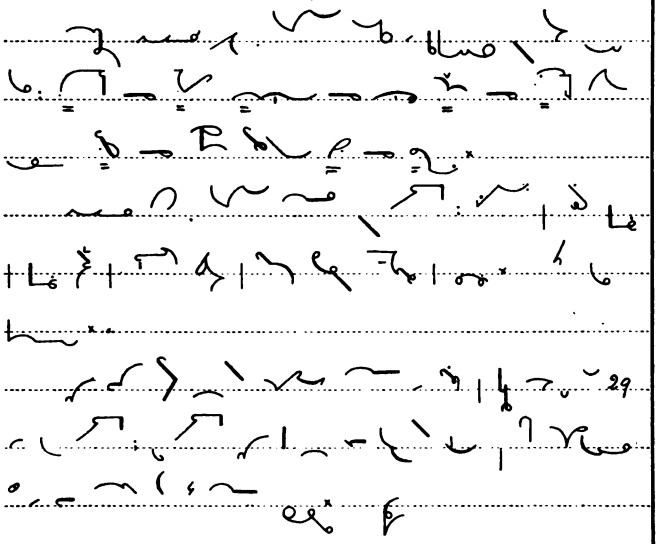

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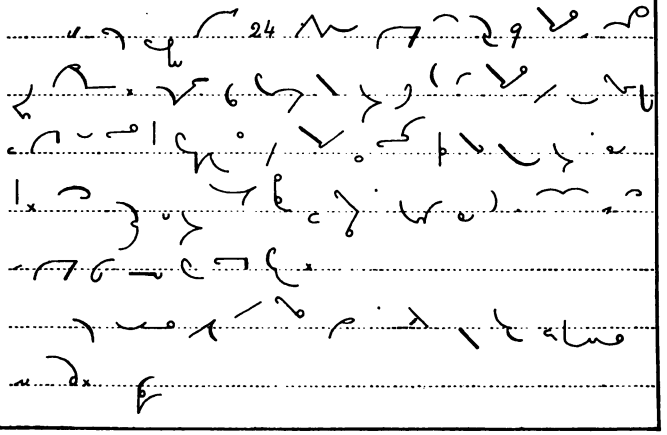

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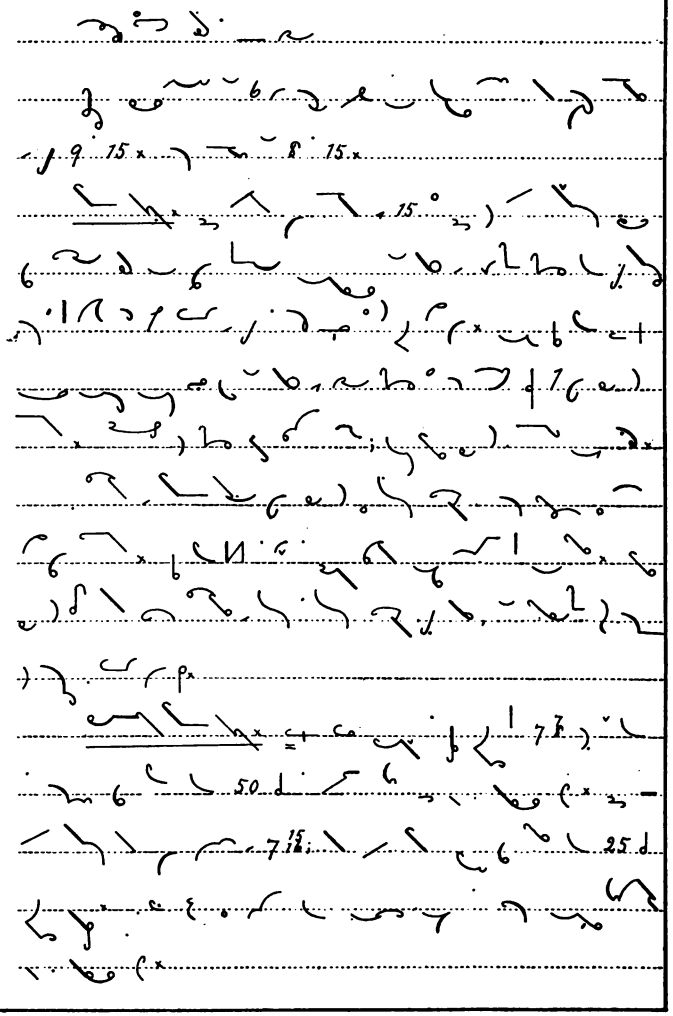

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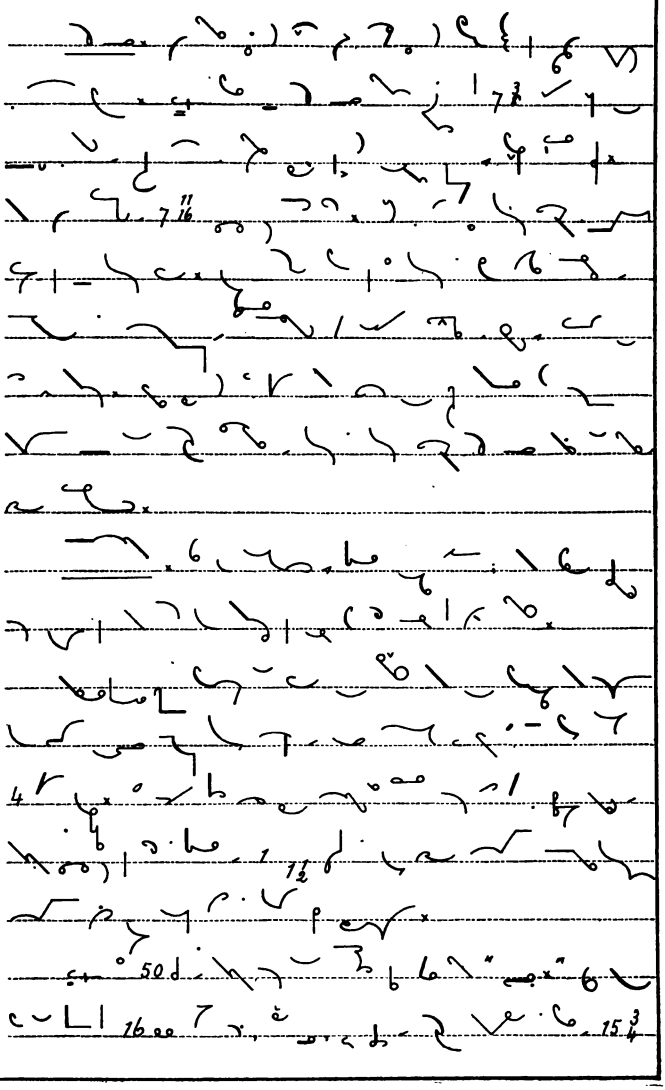

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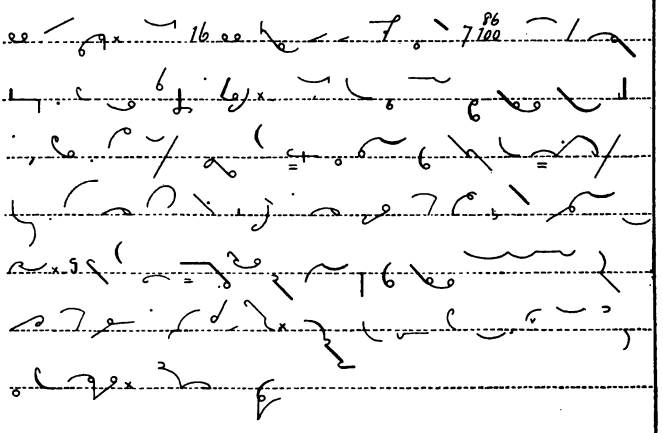

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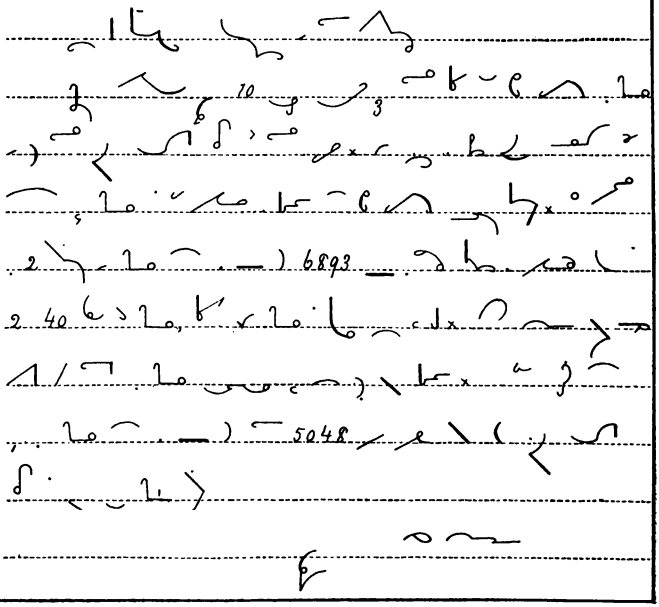

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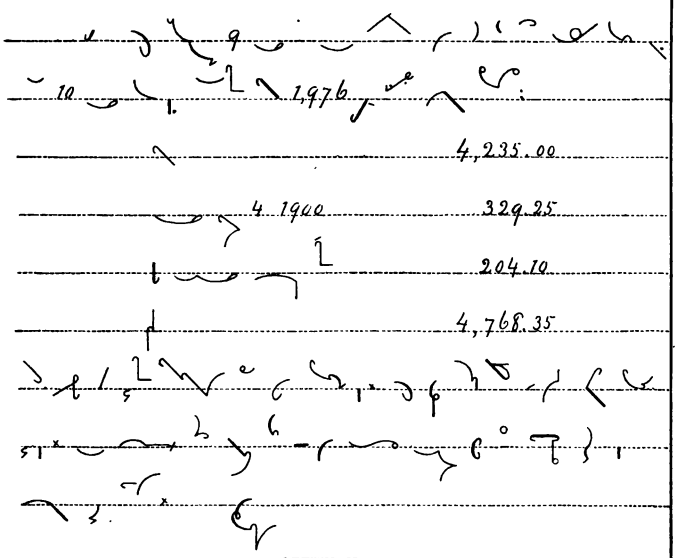

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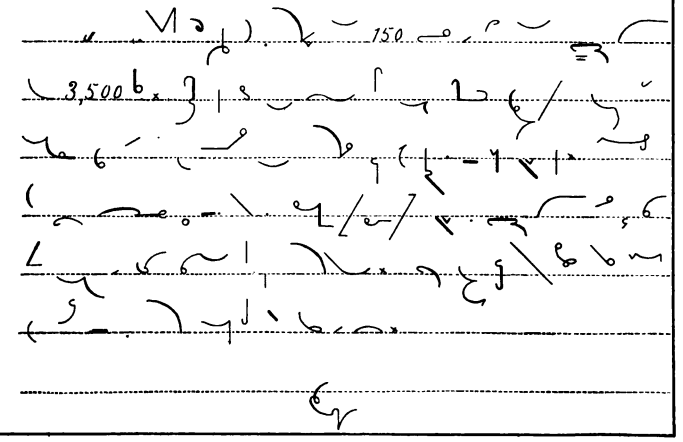

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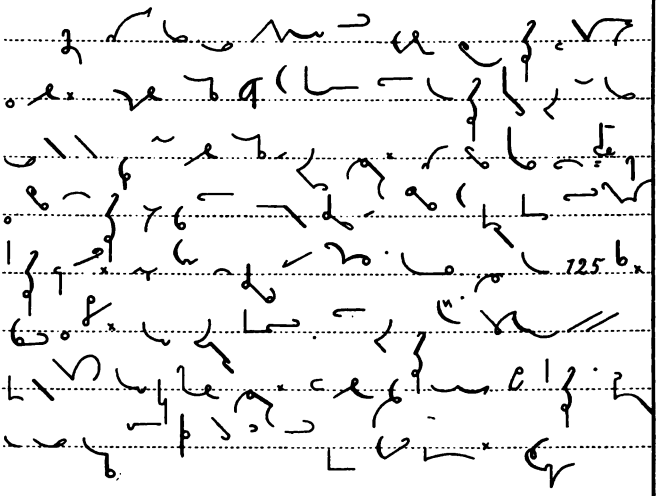

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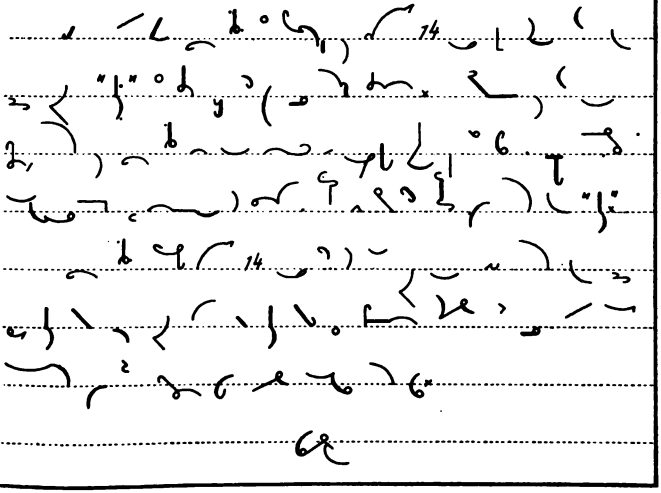

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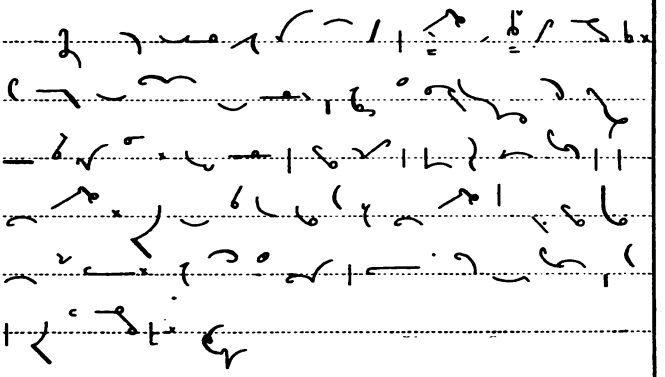

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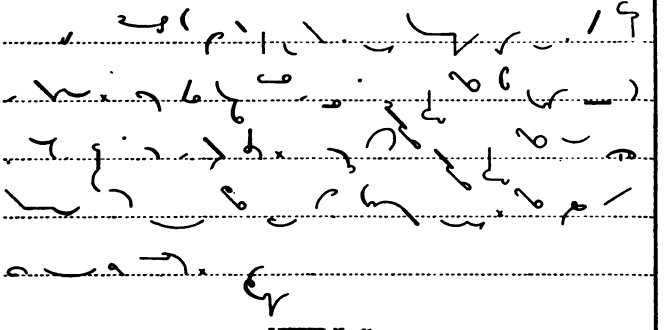

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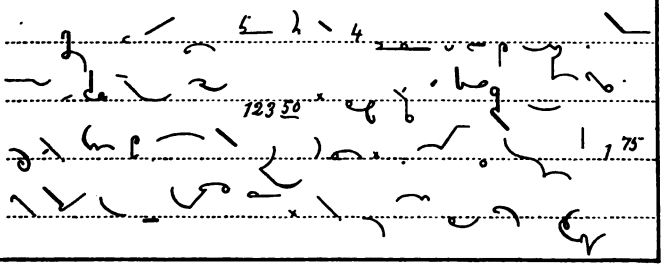

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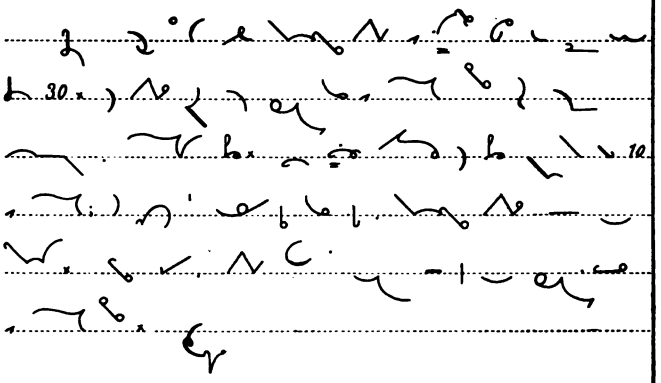

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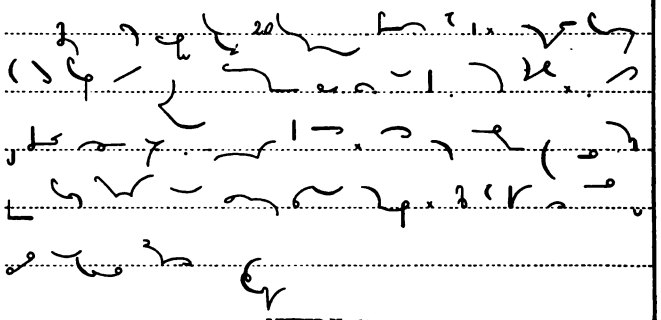

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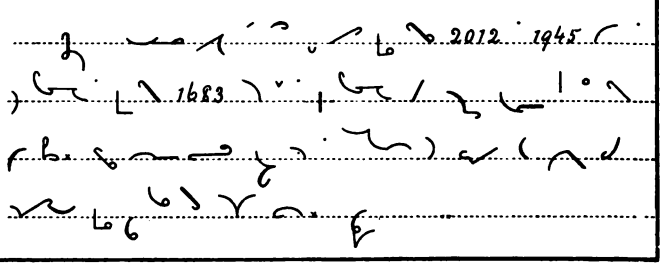

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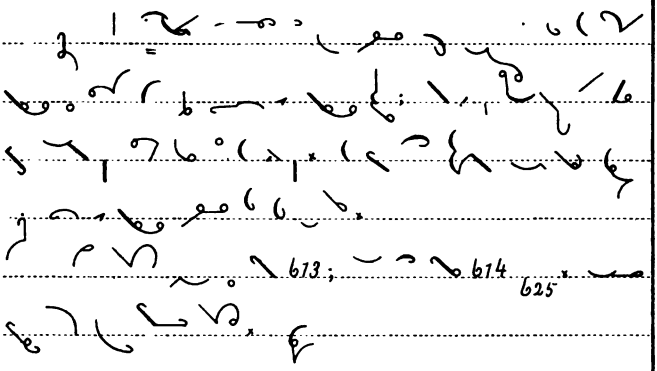

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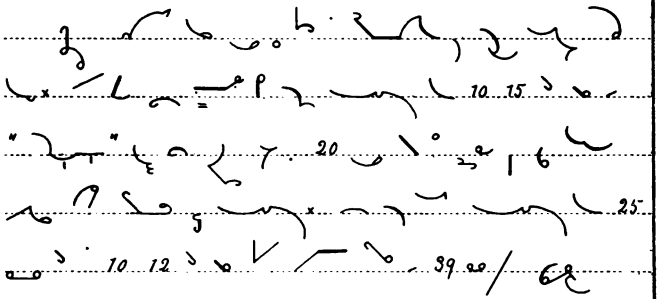

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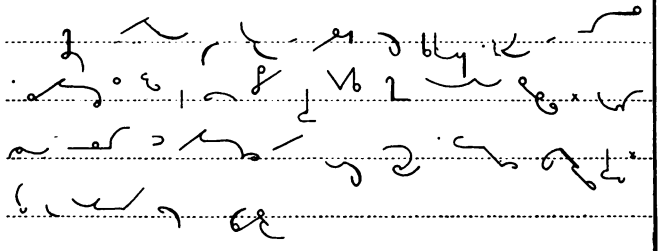

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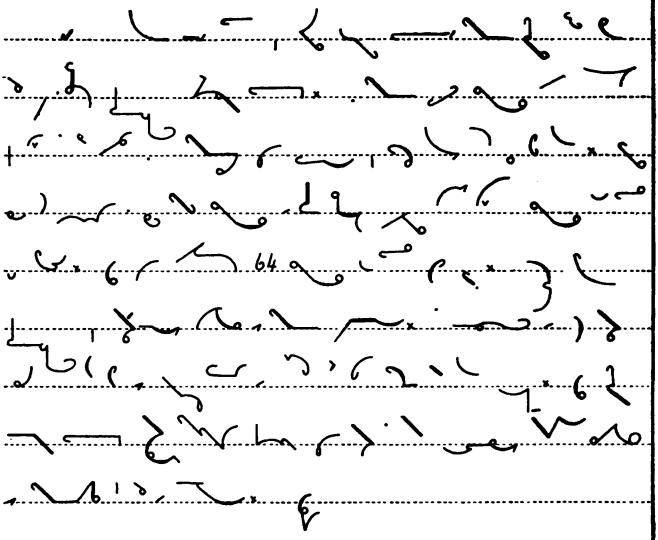

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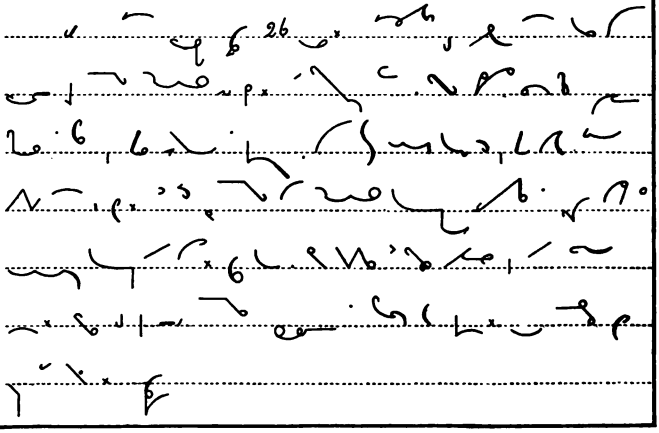

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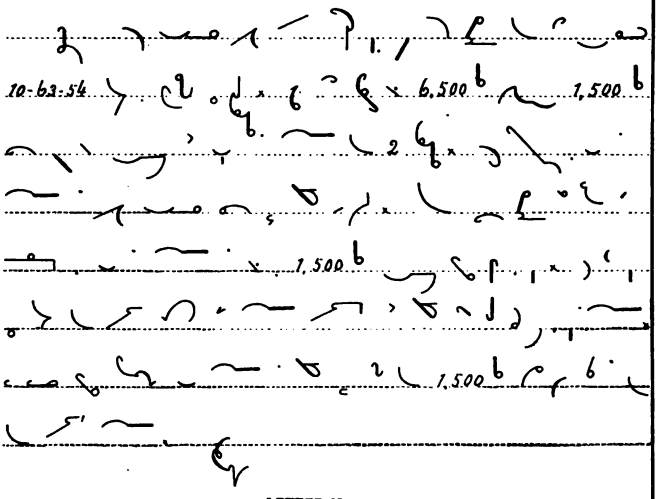

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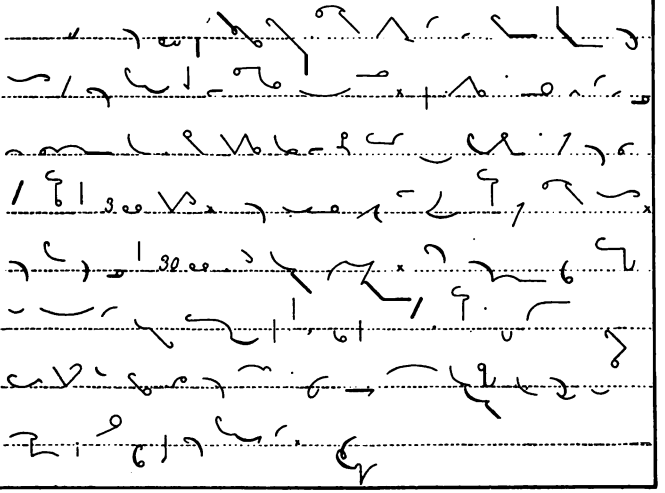

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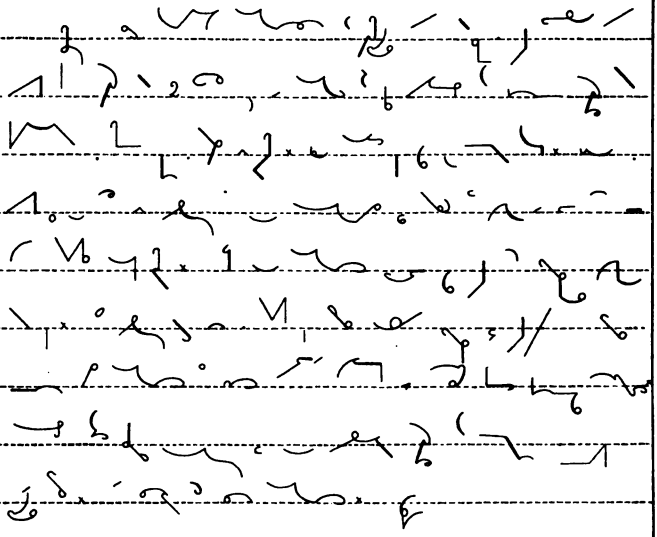

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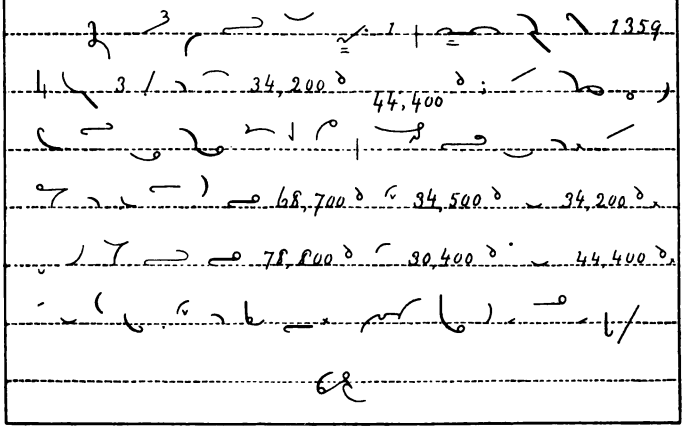

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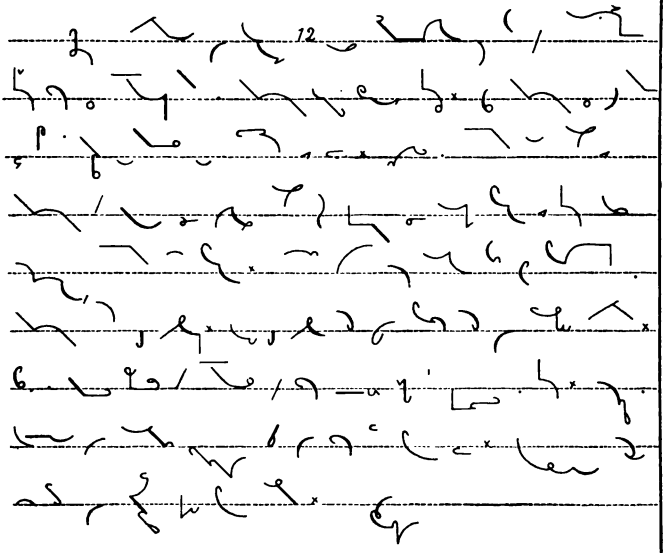

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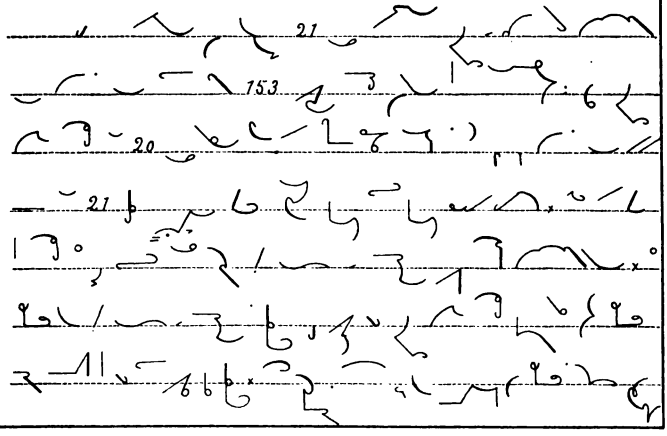

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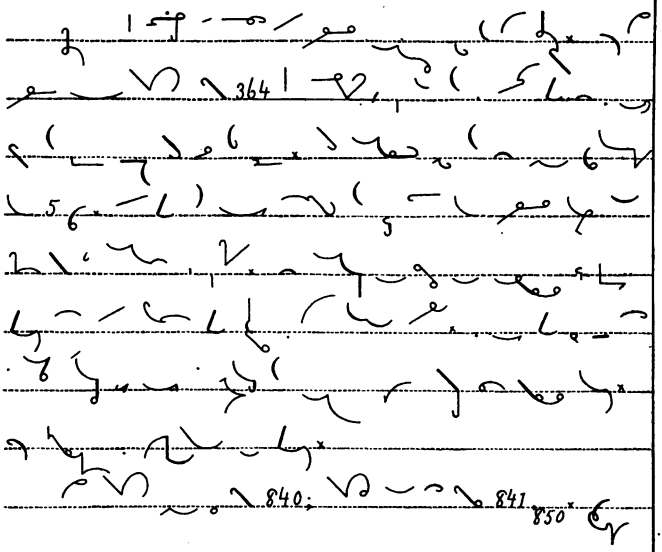

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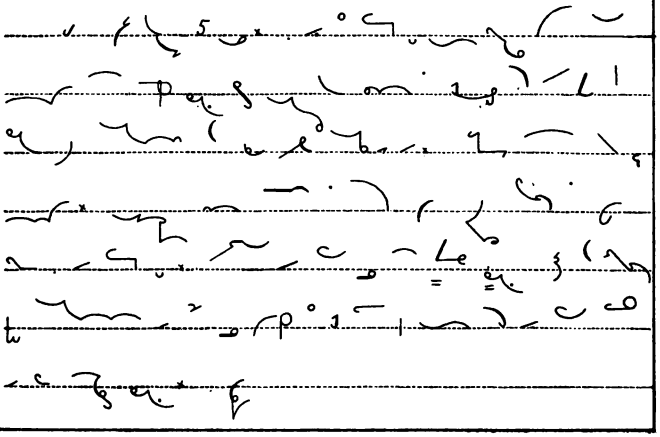

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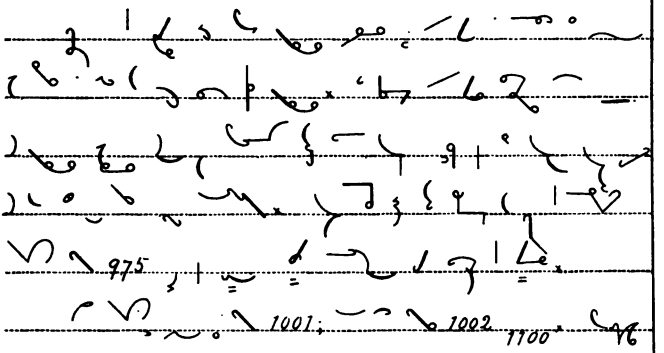

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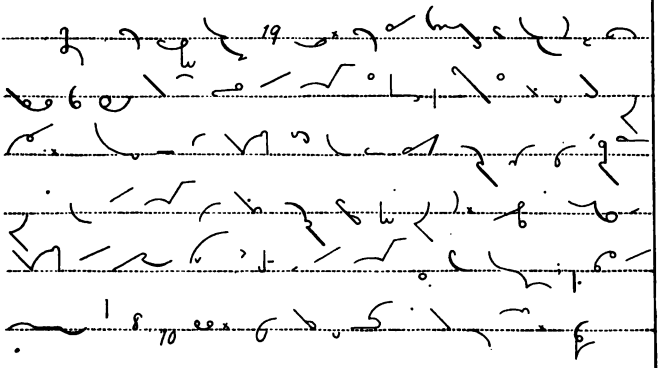

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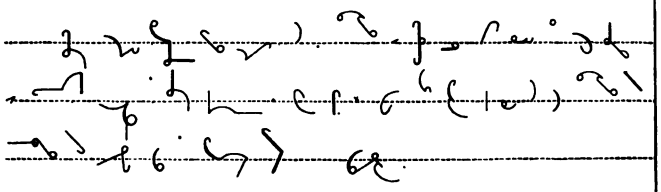

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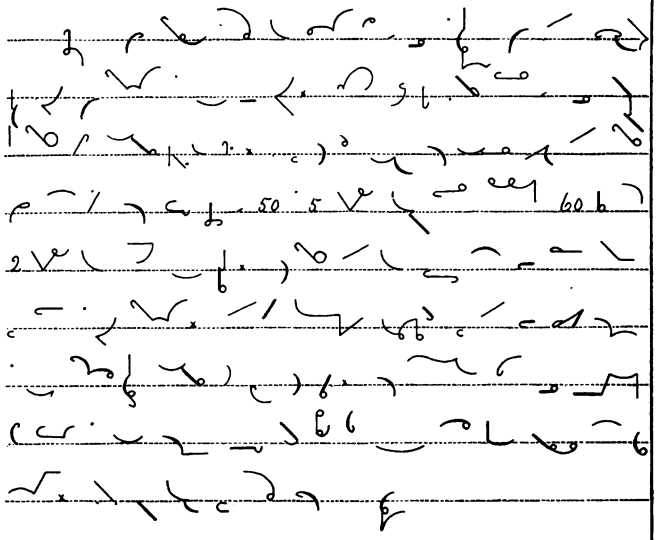

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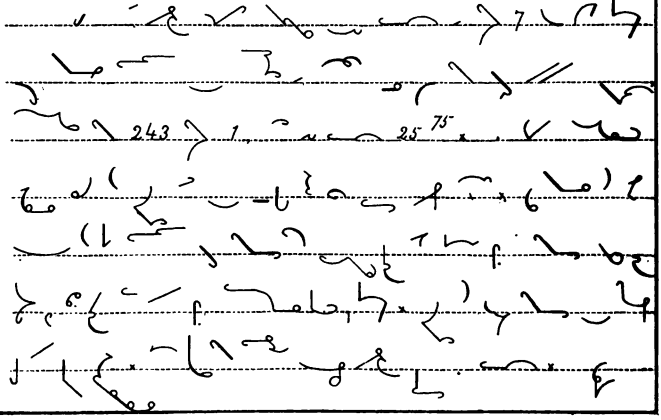

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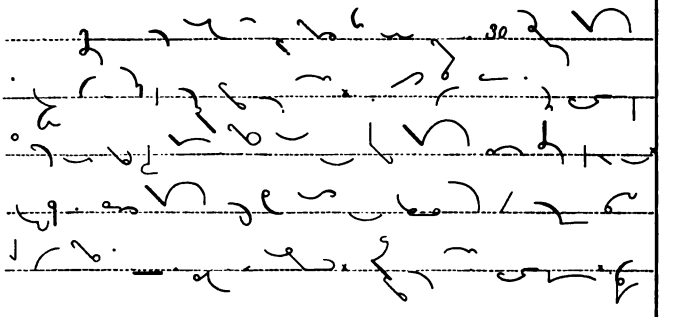

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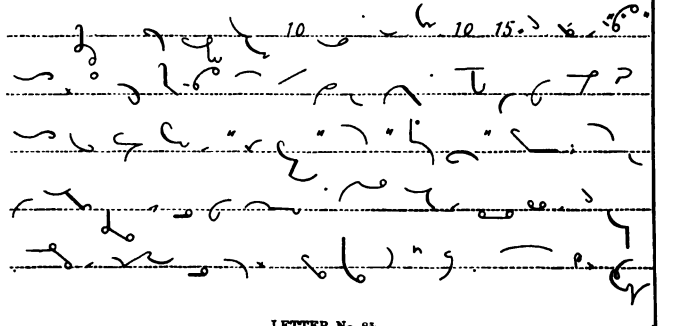

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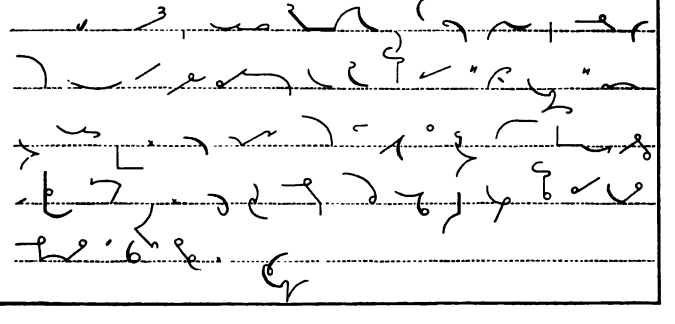

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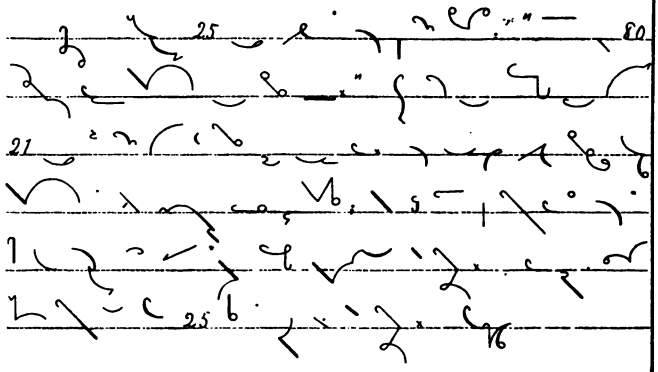

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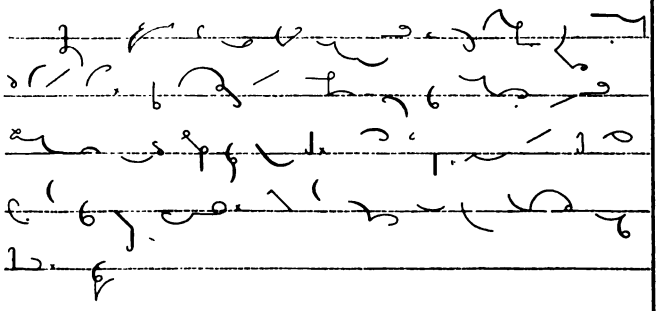

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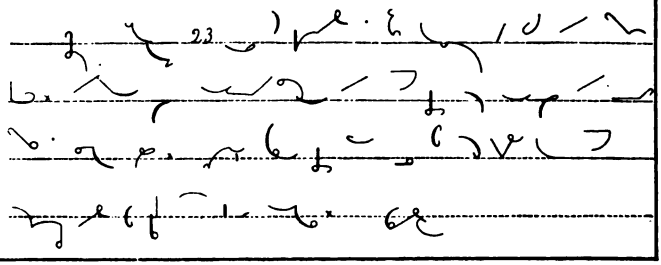

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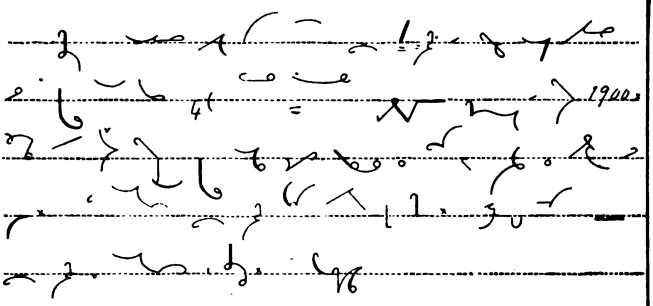

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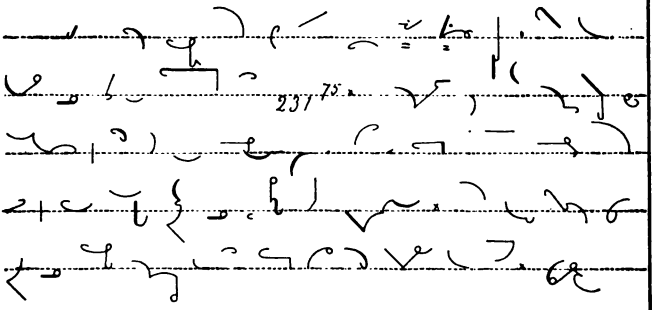

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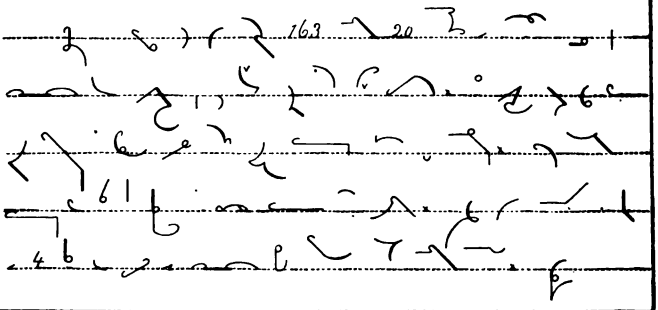

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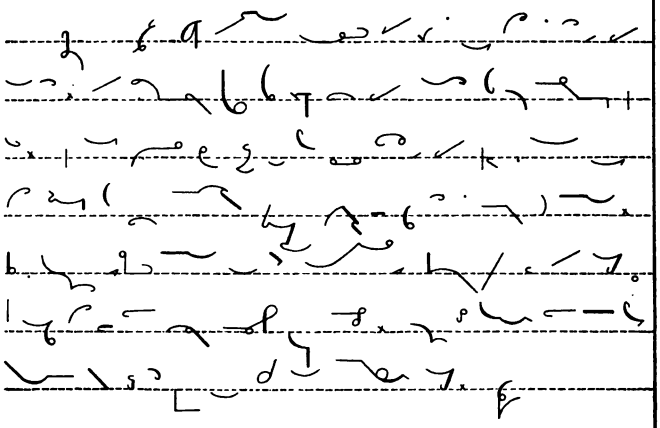

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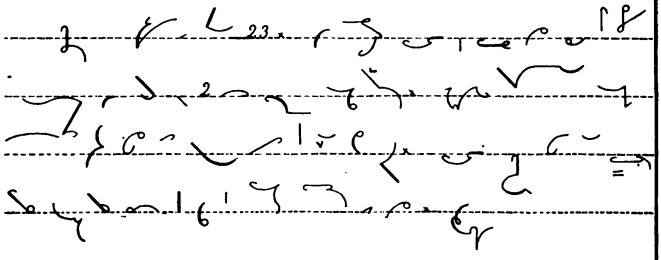

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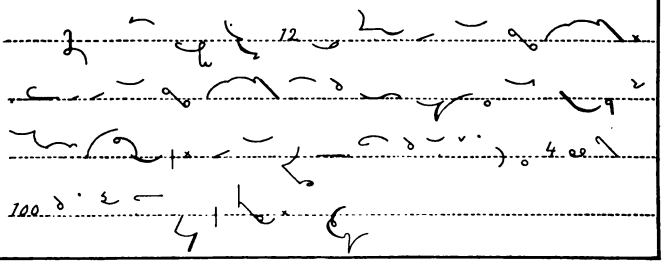

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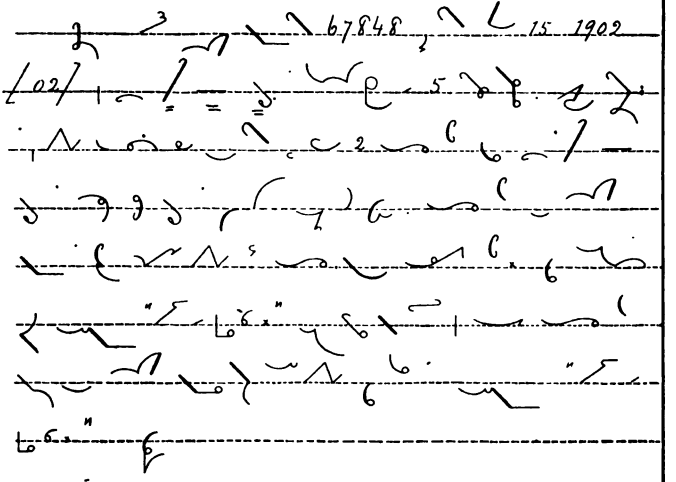

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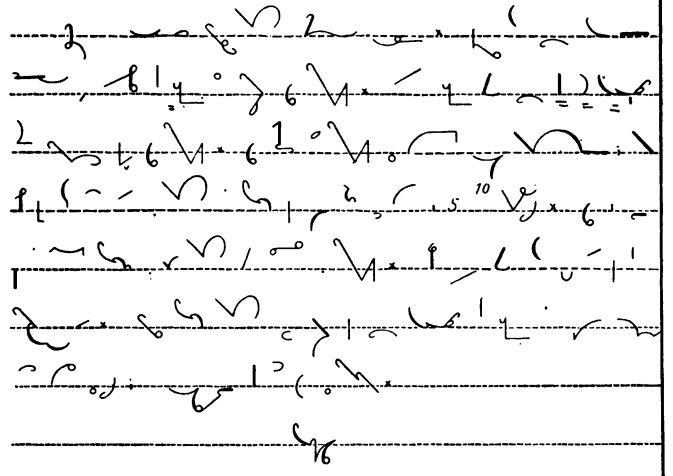

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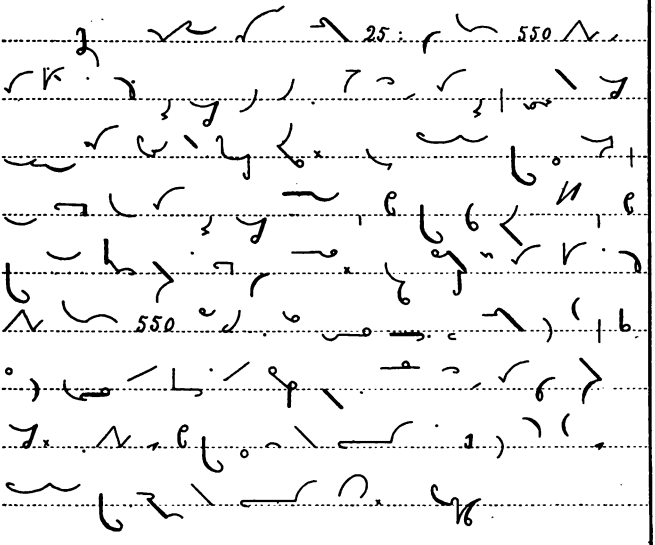

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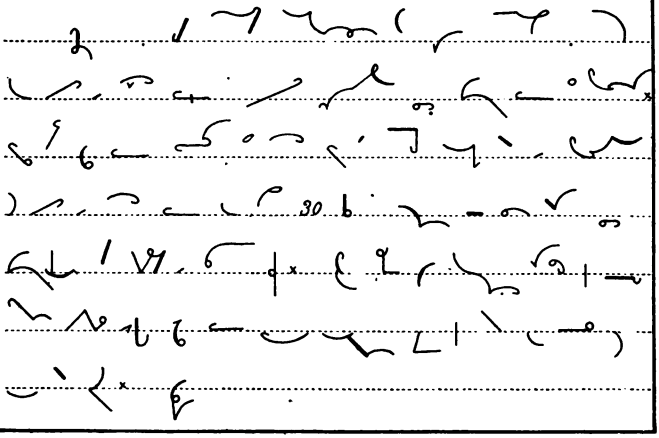

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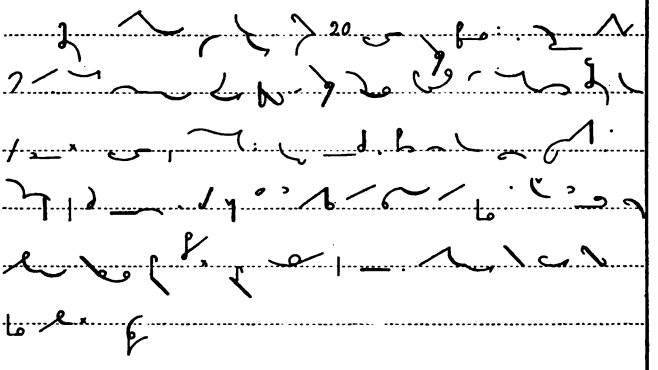

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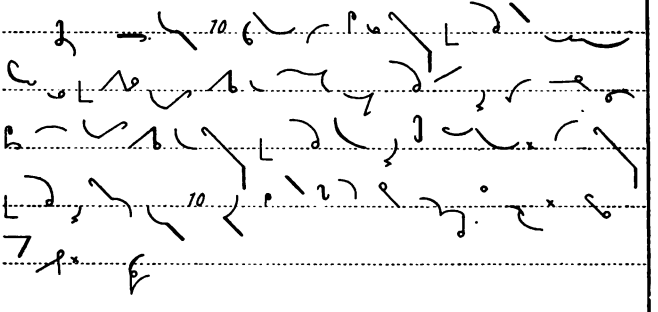

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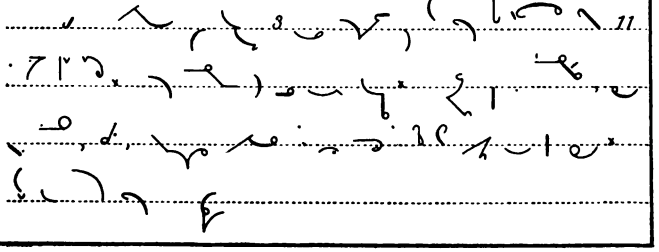

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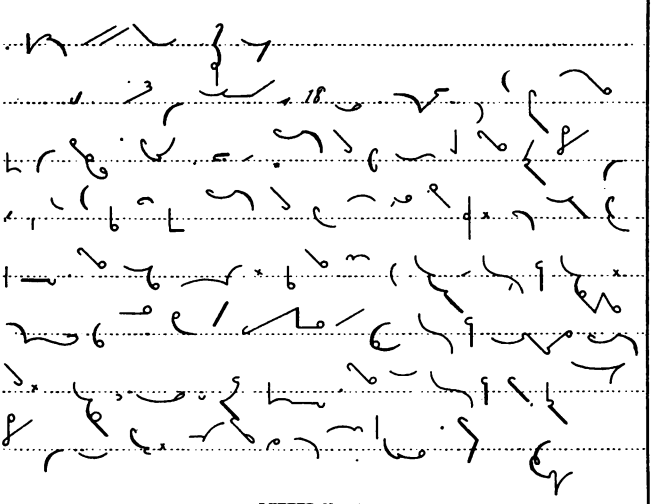

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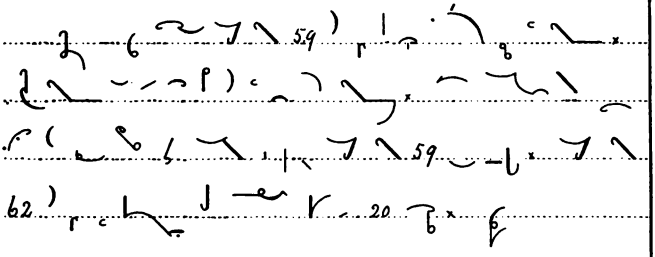

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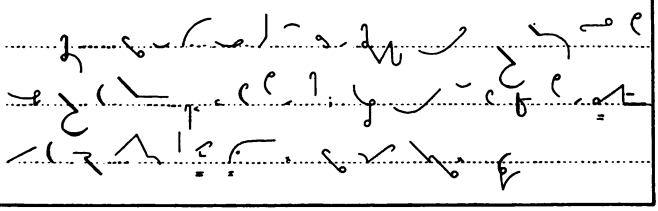

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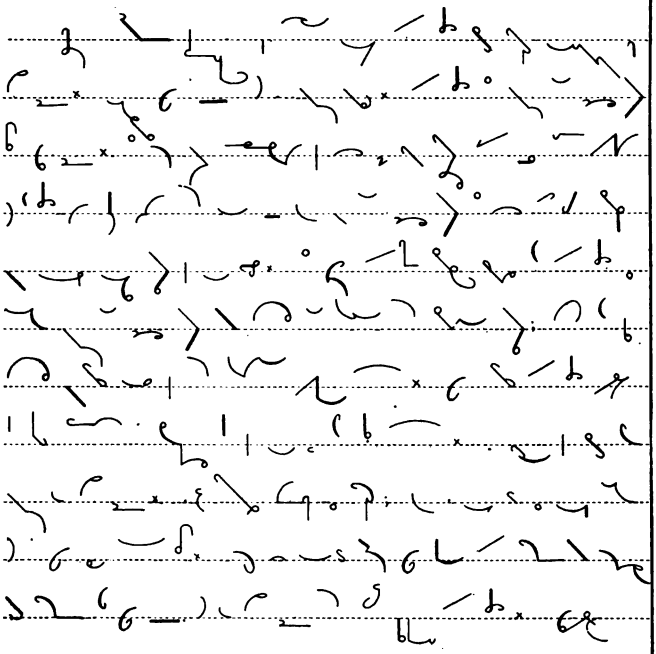

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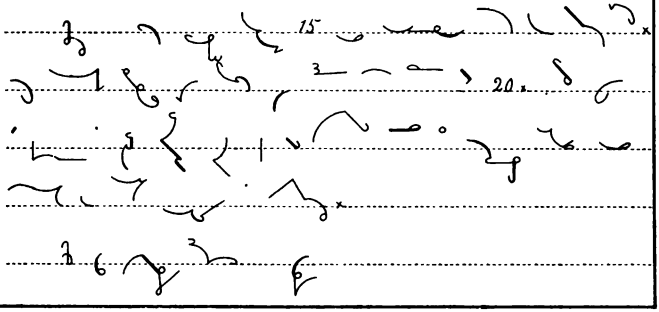

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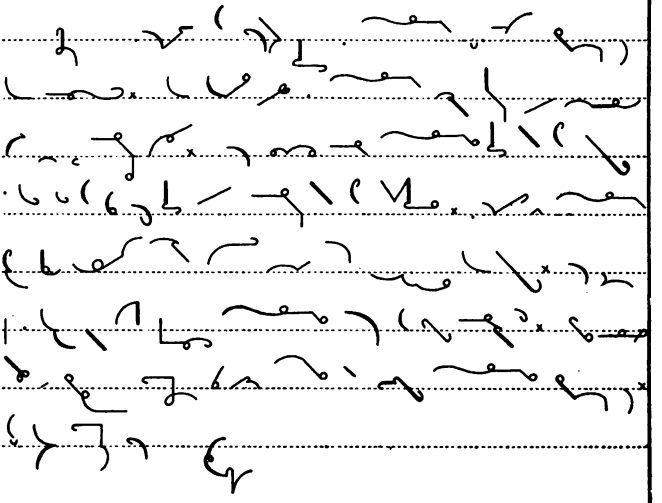

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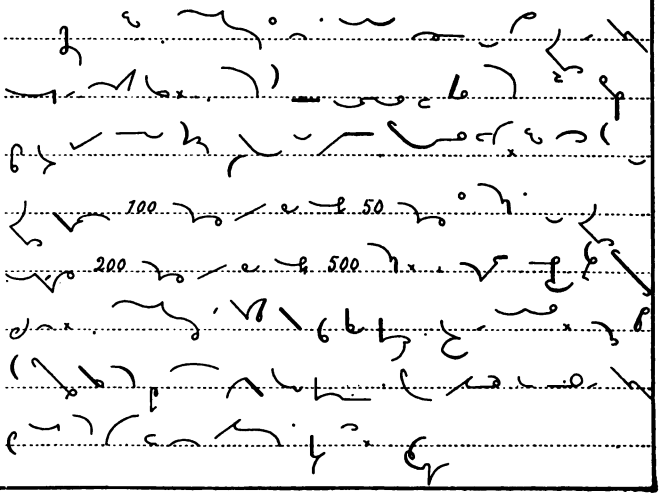

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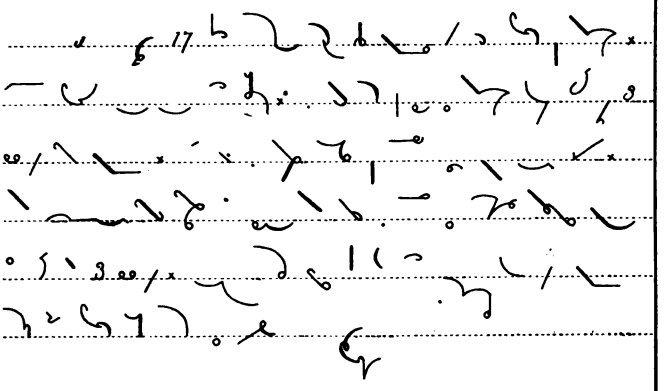

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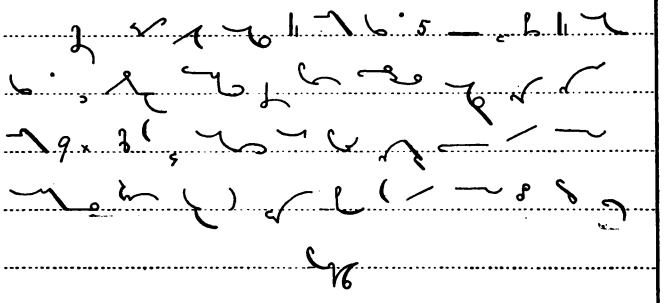

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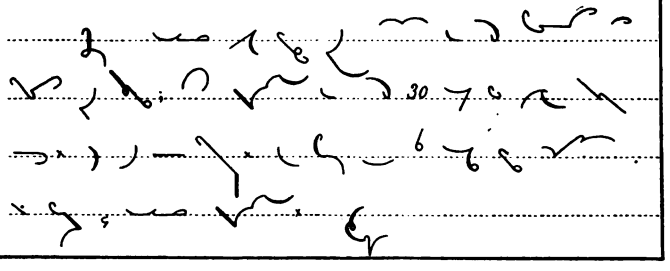

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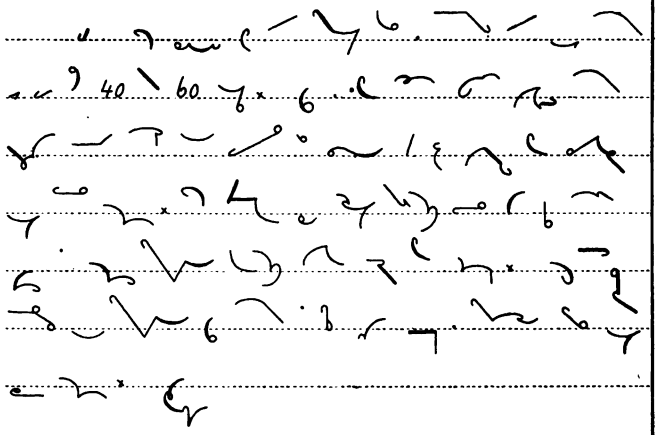

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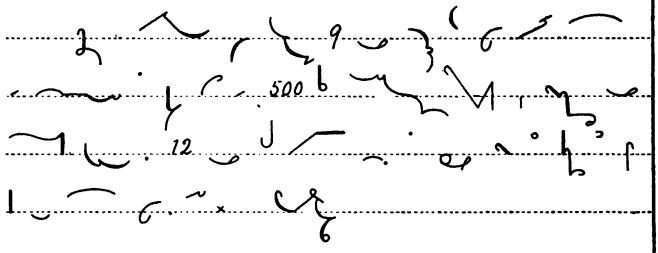

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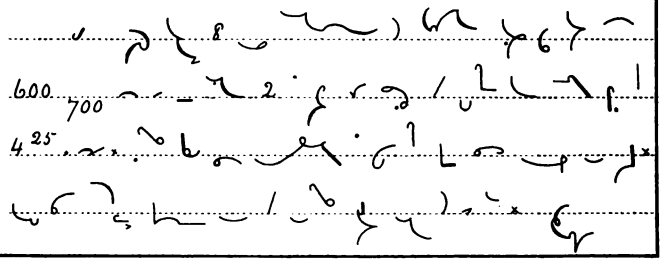

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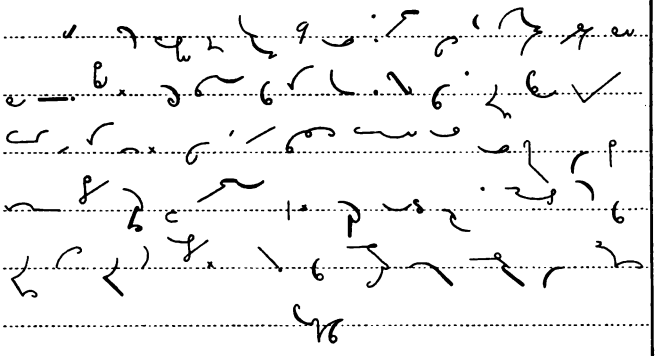

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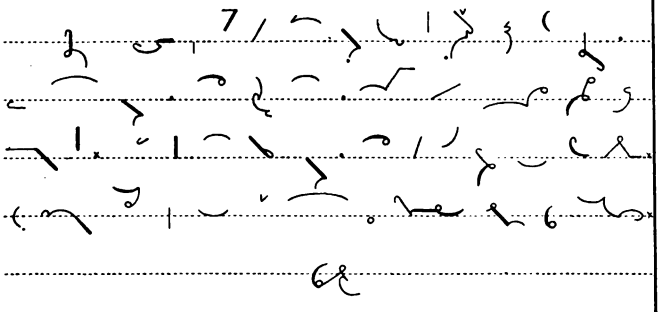

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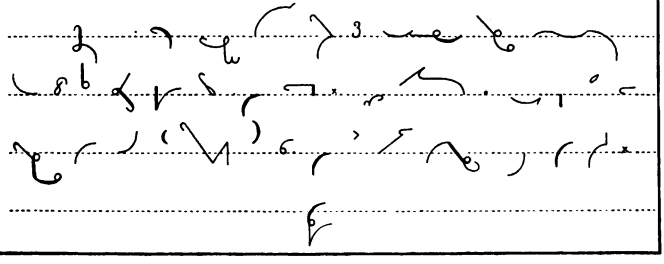

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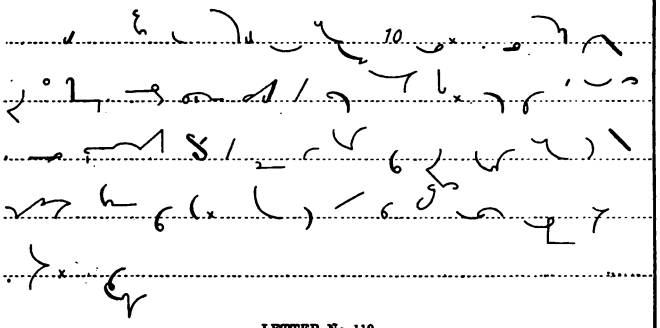

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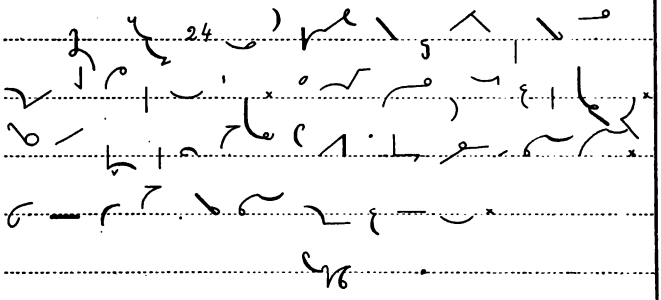

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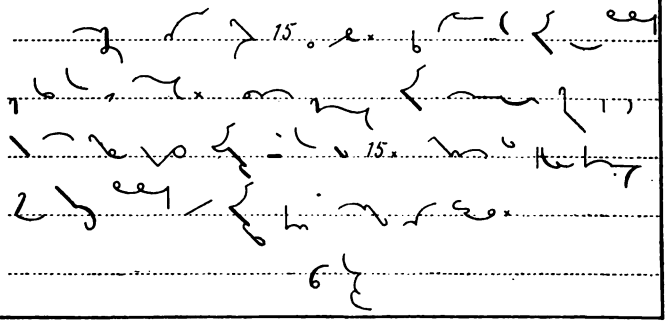

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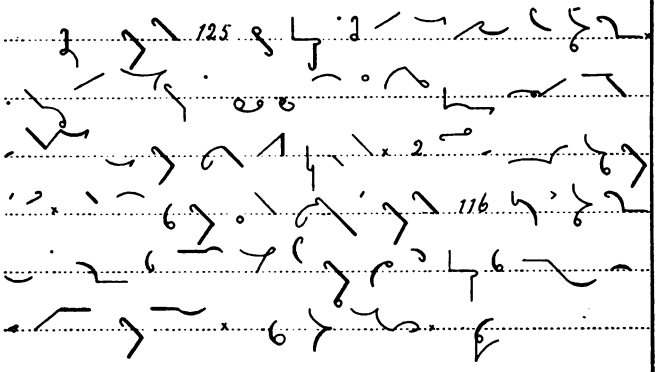

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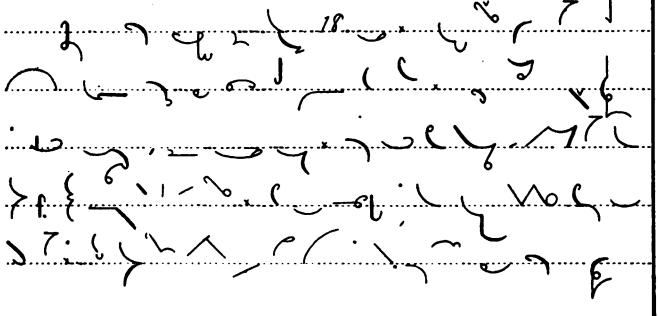

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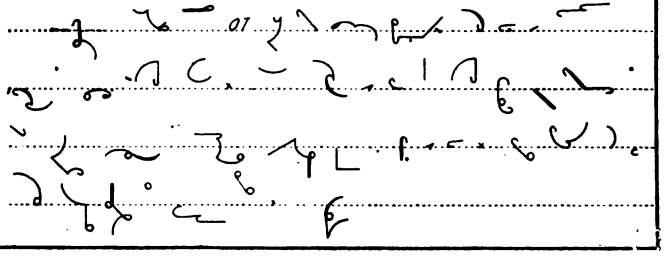

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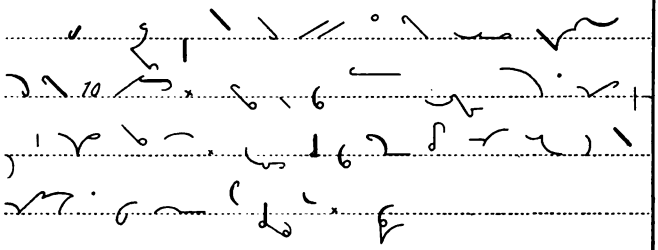

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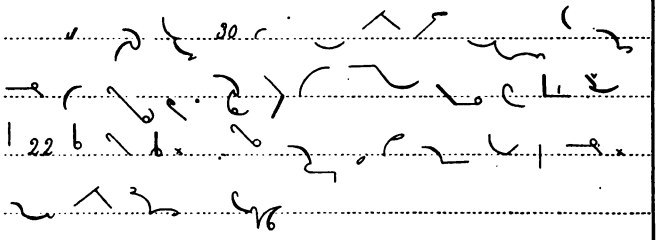

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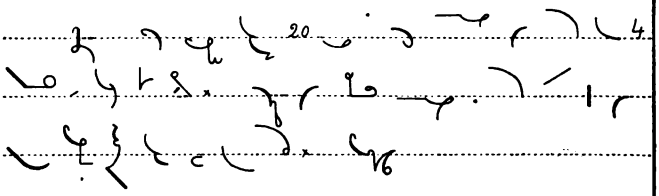

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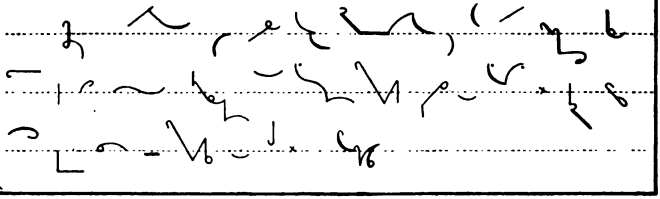

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